



Well Green Primary School Job Description

Job Title:	Class Teacher
Grade:	M1 – UPS 3
Responsible to	Headteacher

Main Purpose of the job

Teachers make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge; keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils

Main Duties/ Responsibilities

- 1.1. Set high expectations which inspire, motivate and challenge pupils
 1. Establish a safe and stimulating environment for pupils, rooted in mutual respect
 2. Set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions
 3. Demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils
- 1.2. Promote good progress and outcomes by pupils
 1. Be accountable for pupils' attainment, progress and outcomes
 2. Plan teaching to build on pupils' capabilities and prior knowledge
 3. Guide pupils to reflect on the progress they have made and their emerging needs
 4. Demonstrate knowledge and understanding of how pupils learn and how this impacts on teaching
 5. Encourage pupils to take a responsible and conscientious attitude to their own work and study
- 1.3. Demonstrate good subject and curriculum knowledge
 1. Have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain pupils' interest in the subject and address misunderstandings
 2. Demonstrate a critical understanding of developments in the subject and curriculum areas, and promote the value of scholarship
 3. Demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever the teacher's specialist subject
 4. If teaching early reading, demonstrate a clear understanding of systematic synthetic phonics
 5. If teaching early mathematics, demonstrate a clear understanding of appropriate teaching strategies

1.4. Plan and teach well-structured lessons

1. Impart knowledge and develop understanding through effective use of lesson time
2. Promote a love of learning and children's intellectual curiosity
3. Set homework and plan out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired
4. Reflect systematically on the effectiveness of lessons and approaches to teaching
5. Contribute to the design and provision of an engaging curriculum within the relevant subject area(s)

1.5. Adapt teaching to respond to the strengths and needs of all pupils

1. Know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively
2. Have a secure understanding of how a range of factors can inhibit pupils' ability to learn and how best to overcome these
3. Demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils' education at different stages of development
4. Have a clear understanding of the needs of all pupils, including those with special educational needs; those with high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.

1.6. Make accurate and productive use of assessment

1. Know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements
2. Make use of formative and summative assessment to secure pupils' progress
3. Use relevant data to monitor progress, set targets, and plan subsequent lessons
4. Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback

1.7 Manage behaviour effectively to ensure a good and safe learning environment

1. Have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's behaviour policy
2. Have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
3. Manage classes effectively, using approaches which are appropriate to pupils' needs in order to involve and motivate them
4. Maintain good relationships with pupils, exercise appropriate authority and act decisively where necessary

1.8 Fulfil wider professional responsibilities

1. Make a positive contribution to the wider life and ethos of the school
2. Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
3. Deploy support staff effectively
4. Take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues
5. Communicate effectively with parents with regard to pupils' achievements and well-being

The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career

Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

1. Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
2. Having regard to the need to safeguard pupils' well-being, in accordance with statutory provisions
3. Showing tolerance of and respect for the rights of others
4. Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
5. Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law
6. Teachers must have a proper and professional regard for the ethos, policies and practice of the school in which they teach, and maintain high standards in their own attendance and punctuality
7. Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities

Safeguarding

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Enhanced disclosure from the criminal records bureau is essential. Two references from recent Headteacher's or Senior Leaders and a full document check are also required. Any offer of a job will be subject to all these aspects being fulfilled completely. Any irregularities in this process will result in a withdrawal of the offer.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the appraisal process or as appropriate

Signature of Post holder _____ Date / /

Signature of Headteacher _____ Date / /



WELL GREEN PRIMARY SCHOOL

JOB AND PERSON SPECIFICATION – TEACHER

SEPTEMBER 2018

ESSENTIAL		DESIRABLE	EVIDENCE
QUALIFICATIONS EXPERIENCE	<ul style="list-style-type: none"> • Qualified Teacher Status • Proven ability as an excellent classroom teacher (as a member of staff) • Working effectively in a team. • Effectively lead an area of the curriculum 	<ul style="list-style-type: none"> • Further /continued CPD 	Application Form Application Form
PROFESSIONAL KNOWLEDGE UNDERSTANDING AND SKILLS	<ul style="list-style-type: none"> • What constitutes quality and high standards in learning and teaching. • Inclusion and strategies for engaging all learners • What constitutes appropriate and successful relationships with children • Child protection in a primary school • Achieving and sustaining high standards • Effective organisational skills • Ability to work well with parents and carers • Awareness and ability to work to the Professional Standards for Teachers (www.tda.gov.uk/standards) • Communicates effectively (both orally and in writing) to a variety of audiences • Creates a happy, challenging and effective learning environment • Experience of working with children with SEND and high ability • Establish effective working relationships and set a good example through their presentation and personal professional conduct. • Effectively lead an area of learning throughout school. • Mark and monitor pupils' work and set targets. • Ensure pupils acquire and consolidate knowledge, skills and understanding to the subject taught. • Understanding of assessment for learning and its use to raise standards. • Excellent behaviour management skills. • Take part in the school's appraisal procedures • To create a positive, stimulating and interesting environment for learning • Maintain a well organised classroom with appropriate display, resources and material • To attend all meetings for parents/carers • To write interim and annual reports to parents 	<ul style="list-style-type: none"> • Be prepared to take an extra-curricular activity • Be prepared to teach across all key stages • Experience of or an ability to work effectively with colleagues including teaching assistants • Evidence of participation in professional development 	Letter of application Interview
SPECIFIC KNOWLEDGE, UNDERSTANDING AND SKILLS	<ul style="list-style-type: none"> • Using a positive approach to effectively manage pupil behaviour, encouraging mutual respect • Confident and competent user of technology • Excellent understanding of safeguarding procedures and child protection responsibilities 	<ul style="list-style-type: none"> • Knowledge or experience of Unicef's Rights and Responsibilities • Growth Mindset understanding 	Application Form Interview
CURRICULUM	<ul style="list-style-type: none"> • The National Curriculum and its assessment • Can integrate key skills and age related expectations for learning into lessons 	<ul style="list-style-type: none"> • Key Stage 1 & 2 • Cross curricular learning and 	Letter of application

	<ul style="list-style-type: none"> To work with other staff or professionals to effectively plan and teach pupils with a range of needs 	<ul style="list-style-type: none"> Have a specialism in a subject area 	Interview
PROFESSIONAL VALUES	<ul style="list-style-type: none"> High expectations of everyone Learning should be enjoyable and enriching Willingness to use variety of teaching strategies to engage all learners Commitment to the personal welfare and safeguarding of children Evaluate their own teaching critically and improve effectiveness. Prepare information for reports to parents Commitment to maintaining confidentiality at all times Work collaboratively with colleagues and other professionals 	<ul style="list-style-type: none"> Support for an enriched curriculum through out of hours learning and educational visits 	Letter of application Interview References
PERSONAL QUALITIES	<ul style="list-style-type: none"> Passionate about Learning and Teaching Displays warmth, care and sensitivity in dealing with children Open minded, self evaluative and adaptable to changing circumstances and new ideas Able to enthuse and reflect upon experience Willingness to be involved in the wider life of the school Ability to work flexibly Ability to prioritise Excellent interpersonal /communication skills Maintain good sense of humour, a willingness to learn and the will to continue to strive for excellence Uphold public trust in the profession and maintain high standards of ethics and behaviour both within and outside school Have a proper and professional regard for the ethos, policies and practices of school and maintain high standards of attendance and punctuality 	<ul style="list-style-type: none"> Insight into what is important in our school Brings personal interests and enthusiasms to the school community 	Letter of application Interview References

Above all, you need to like children, to want the very best for them and be prepared to put their needs first. You recognise the importance of educating the whole child, including all learners and achieving high standards, within a creative, broad and innovative curriculum.

School Ethos and Priorities

- Operate at all times within stated policies and practices of the school;
- Contribute to the corporate life of the school through effective participation in meetings and managements systems necessary to co-ordinate the management of the school;
- Take responsibility for their own professional development and duties in relation to school policies and practices;
- Liaise effectively with parents and governors;
- Take on any additional responsibilities which might from time to time be determined;
- Contribute to the curriculum of the school through effective subject leadership.

Performance Management

- Your annual performance review is based on this overall job description and with particular emphasis on your individual annual targets. These are set in discussion with your line manager.