

## Job Description & Employee Specification

<b>Job Title:</b>	Teacher
<b>Grade:</b>	MPS
<b>Responsible To:</b>	Headteacher
<b>Employee Supervision:</b>	Headteacher

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### Purpose of Post:

In addition to the duties outlined in the School Teachers' Pay & Conditions Document currently in operation, or any subsequent legislation, you will be responsible for the following:

### Teaching:

The teacher will:

- Seek to establish outstanding teaching and learning within the classroom.
- Work in partnership with colleagues across the school to maximise the achievement of all children.
- Be or aspire to be an Outstanding Primary teacher with excellent pedagogic understanding, skill and knowledge across the curriculum.
- Provide excellent communication with families.
- Have a good understanding of how personal performance impacts on whole school outcomes and have a keen interest in and commitment to whole school improvement.

### Areas of Responsibility and Key Tasks

#### a) Planning, Teaching and Class Management

Teach allocated pupils by planning their teaching to achieve progression of learning through the Creative Curriculum including:

- Identifying clear teaching objectives and specifying how they will be taught and assessed.
- Setting tasks which challenge pupils and ensure high levels of interest.
- Setting appropriate and demanding expectations.
- Setting clear targets, building on prior attainment.
- Identifying SEN or very able pupils.
- Providing clear structures for lessons maintaining pace, motivation and challenge.
- Making effective use of assessment and ensure coverage of programmes of study.
- Ensuring effective teaching and best use of available time.
- Maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework.
- Evaluating own teaching critically to improve effectiveness.
- Ensuring the effective and efficient deployment of classroom support.
- Taking account of pupils' needs by providing structured learning opportunities which develop the areas of learning identified in national and local policies and particularly the foundations for literacy and numeracy.
- Encouraging pupils to think and talk about their learning, develop self-control and independence, concentrate and persevere, and listen attentively.
- Using a variety of teaching strategies which involve planned adult intervention, first-hand experience and play and talk as a vehicle for learning

**b) Monitoring, Assessment, Recording, Reporting**

- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching.
- Mark and monitor pupils' work and set targets for progress.
- Assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving.
- Undertake assessment of students as requested by school procedures.
- Prepare and present informative reports to parents.

**c) Curriculum Development**

- Contribute to the whole school's planning activities.

**d) Other Professional Requirements**

- Have a working knowledge of teachers' professional duties, national standards and legal liabilities.
- Operate at all times within the stated policies and practices of the school.
- Know subject(s) or specialism(s) to enable effective teaching.
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- Endeavour to give every child the opportunity to reach their potential and meet high expectations.
- Contribute positively and effectively to the spiritual, moral, social and cultural development of all children.
- Take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school
- Take part in liaison activities such as Open Evenings, Parents Evenings, and Review days.
- Liaise effectively with parents and governors

**Duties and Responsibilities:**

**GENERAL RESPONSIBILITIES**

- Taking appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising any concerns with an appropriate manager.
- To ensure the School's policies and procedures are adhered to.
- To ensure equality and diversity opportunities are given to all.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

# Employee Specification

When filling in the application form please demonstrate with clear, concise examples how you meet the requirements of the post. You will be assessed in relation to the *Essential and Minor* criteria. Please bear in mind that you must possess the Essential Criteria on day 1 to be able to do the job. If there are large numbers of applicants for the post then all of the criteria will be used for shortlisting. Under the Disability Discrimination Act, we recognise and welcome our responsibility to remove any barriers in our recruitment and selection process. We have tried to assess this in our Job Description and Employee Specification, however if you feel that there are barriers, please tell us in the application form. As part of the DDA we are committed to making reasonable adjustments, wherever possible and it would help us to know your needs in order to do this.

Post Title: Associate Professional Teacher		Directorate/School: Children, Young People and Families Innovation for Learning & Care	Grade:	
Criteria No	Attributes	Criteria	How Identified	Rank
	<b>Experience</b>	Experience of teaching in primary education	Application	Essential
1.		Proven excellent classroom practitioner and can demonstrate children making very good progress within their learning	Application / Interview	Essential
2.		Experience of teaching across more than one key stage	Application	Desirable
3.		Experience of working successfully and co-operatively as a member of a team	Application/ Interview	Essential
4.		Experience of using a range of formative and summative assessment strategies	Application/ Interview	Essential
5.		Experience of teaching systematic synthetic phonics	Application	Desirable
6.	<b>Education and Training Attainments</b>	Qualified Teacher status	Application	Essential
7.		Commitment to continued professional development	Application/ Interview	Essential

8.	<b>Professional Knowledge and Skills</b>	A thorough knowledge of current educational issues	Application/ Interview	Essential
9.		An understanding of inclusion practice	Application / Interview	Essential
10.		A clear understanding of the use of performance data for informing teaching and learning and tracking pupil progress	Application/ Interview	Essential
11.		Can effectively plan, deliver and review series of engaging and relevant lessons based on the needs of the pupils	Application / Interview	Essential
12.		Has a good understanding of and can use a range of assessment for learning strategies	Application / Interview	Essential
13.		Can demonstrate high level interpersonal skills and show ability to work within a team	Application / Interview	Essential
14.		Good oral and written communication skills, including correct use of standard English	Application/ Interview	Essential
15.		Effective time management skills	Application	Essential
16.		Has understanding of planning for the effective delivery of a broad and balanced curriculum with creativity at its heart	Application/ Interview	Essential
17.		Be able to deploy support staff effectively	Application / Interview	Essential
18.	Can deal with moral/social issues e.g. <ul style="list-style-type: none"> <li>• Equal opportunities</li> <li>• Racial discrimination</li> <li>• Bullying – both verbal and physical</li> <li>• Ethical moral codes</li> <li>• Substance misuse</li> </ul>	Application/ Interview	Essential	

19.		Effective behaviour and classroom management	Application/ Interview	Essential
20.		A clear knowledge and understanding of safeguarding procedures	Application / Interview	Essential
21.	<b>Factors Relating to the School</b>	Able to make a positive contribution to the wider life and ethos of the school	Application	Essential
22.		Can competently use a range of ICT to enhance learning and support school management	Application/ Interview	Essential
23.		Ability to strengthen the links between the school and the community	Application/ Interview	Essential
24.		Ability to recognise and apply strategies to improve the quality of learning and teaching	Application/ Interview	Essential