

All Saints CofE Primary

Voluntary Aided Church of England School
Wilford Road, West Bromwich, West Midlands B71 1QN

Head Teacher: Mrs. J. Beech

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Class Teacher

General Professional Duties and Responsibilities

1. The postholder is required to carry out under the reasonable direction of the Head Teacher the professional duties of a teacher which are set out in the relevant paragraphs of the School Teachers Pay and Conditions Document and any subsequent amendments.
2. The postholder must at all times carry out her/his responsibilities with due regard to the School's Equal Opportunities Policy.
3. **Particular Responsibilities** (These do not include or imply any voluntary activities.)

Personnel Specification

NOTES:

It is expected that **all** applicants for teaching posts will have the following general attributes:

Basic teaching qualification

Basic teaching skills

Disposition factors (eg ability to relate to others, ability to organise, caring, co-operative, etc.)

	Essential Requirements	How Identified
1. Physical Consider the real needs of the post. Be particularly wary about setting limits which actively discriminates against specific age groups and disabled people.	Professional dress	Job History from application form and reference. Performance on interview process. Sickiness/Medical History information will be obtained from successful candidate after conditional offer of employment has been made.
2 Qualifications/Relevant Experience What does the post require in the way of: level of formal qualifications/relevant experience. Describe these by level of attainment and by subject matter where appropriate or appropriate subject related qualification/ relevant experience	QTS status	Formal possession of an appropriate qualification to be verified at interview or from records. Employment history record.

3. Training/Special Knowledge What does the post require in the way of: specific and/or specialist training/knowledge eg counselling, pastoral care, interpersonal skills. Practical training in the use of specific equipment.	Knowledge of child development and learning in the primary phase. Knowledge of safeguarding procedures. Ability to contribute to curriculum and professional development. Excellent communication skills, both written and oral. Ability and commitment to working closely with teaching and nonteaching staff, parents, governors and representatives from outside agencies. Good classroom management and organisation. A strong commitment to inclusive education and supportive of the provision of equal opportunities throughout the school.	Past training or employment history from application form and records. Selection process by demonstration of ability to display knowledge and skills at the interview.
4. Circumstances (Personal) What kind of personal circumstances are required eg the ability to work unsociable hours, weekends, etc. Ability to travel to various locations.	The post requires attendance at occasional parent days/evenings and weekly staff development meetings. Directed time applied to teachers for marking, assessment and reporting if outside of usual working hours and staff meetings. The ability to be flexible when necessary.	Ensuring candidates are aware of these requirements from the post description. Interview questions and application
5. Practical and Intellectual What practical and intellectual skills are required for performing the duties of the post effectively eg, does the person need to be a practically oriented person, should they be able to make decisions, should they be able to understand, interpret, write and communicate information. What degree of manual dexterity is needed.	Good behaviour management and an understanding of and willingness to follow school policy to ensure whole school consistency. Good interpersonal skills. Good standard of spoken and written English. Ability to work independently and as part of a team. Ability to be resilient and motivated.	Performance in related selection process.
6. Any other additional requirements	Enhanced DBS Clearance required.	

Information for Job Applicants - Safeguarding of Vulnerable Groups, including Children

Please read this important information if the post for which you are applying is classed as Regulated Activity with regard to working or having contact with Vulnerable Groups, including Children.

1. Exemption Orders to the Rehabilitation of Offenders Act 1974 permit us to ask you to tell us about all convictions or cautions on your application form. You are obliged to tell us.
2. Under the Disclosure & Barring Service Scheme, we will need to check that you are not barred from working or having contact with Vulnerable Groups, including Children (according to the post). Currently we will discover this from an application by you for an Enhanced DBS check for Regulated Activity, which we will arrange for you.
3. If you are already barred from working with either Children or Vulnerable Groups, we cannot by law employ you for this post, and you will commit an offence by making an application.
4. If you are not barred, a criminal record will not automatically bar you from employment, but you may be required to attend a meeting to discuss the details of your record.
5. All information provided by you and the DBS Disclosure, will be kept secure and only made available to persons who need to view it for employment purposes. It will be destroyed after use. We have undertaken to comply with the DBS Code of Conduct relating to storage and security of all Disclosure information.