

## Job Description

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<b>School: Burford Primary and Nursery School</b>
<b>Post Title: Teacher</b>
<b>Grade/Pay Range: Main scale</b>
<b>Hours/weeks: full time</b>
<b>Reporting to: Headteacher</b>
<b>Department/Team: Teaching</b>

### Overall Purpose of Post

To undertake the teaching of general subjects, in accordance with the School Teachers Professional Standards, to a KS1 or KS2 class as well as pastoral and administrative duties in respect of pupils in this class and responsibilities in the school as detailed below.

The postholder is responsible for the supervision of the work of teaching assistants based in the class.

To interact on a professional level with colleagues and seeks to establish and maintain productive relationships with them in order to promote mutual understanding of subjects in the school curriculum with the aim of improving the quality of teaching and learning in the school.

### Main Duties and Responsibilities

You will be required to carry out the following duties. The nature of the Academy year requires some of these tasks to be done regularly whilst others will be on an annual cycle. The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

#### Knowledge and understanding

- Have knowledge of and keep up to date with the Curriculum guidance for Key Stage 1, and Key Stage 2 National Curriculum and the Agreed Syllabus for RE.
- Understand how pupils' learning is affected by their physical, intellectual, emotional and social development and to understand the stages of child development.
- Be familiar with the school's current systems and structures as outlined in policy documents, including the Health and Safety and Child Protection policies.
- Understand and know how national, local comparative and school data, including National Curriculum test data can be used in professional and school development.

### Planning, teaching and class management

- Plan and deliver, with regard for the school's aims, own policies and schemes of work, the teaching programme for all children within the class, using clear differentiation.
- Provide clear structures for lessons and for sequences of lessons, which maintain pace, motivation and challenge.
- Make effective use of assessment information on pupils' attainment and progress and in planning future lessons.
- Ensure effective teaching of whole classes, groups and individuals, establishing high expectations of behaviour and attainment, so that teaching objectives are met.
- Monitor and intervene when teaching to ensure sound learning and discipline and maintain a safe environment in which pupils feel confident.
- Use a variety of teaching and learning styles to keep all pupils engaged.
- Be familiar with the Code of Practice and identification, assessment and support of pupils with SEN.
- Evaluate your own teaching critically to improve effectiveness.

### Monitoring, assessment, recording, reporting and accountability

- Assess and record each pupil's progress systematically with reference to the school's current practice, including the social progress of each child and use the results to inform planning.
- Mark and monitor class work and homework, providing constructive feedback and setting targets for future progress.
- Set regular, ambitious yet achievable targets for the children.
- Provide reports on individual progress to the Head of School and parents as required.

### Other professional requirements

- Establish and maintain effective working relationships with professional colleagues and parents.
- Participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post.
- Be aware of the need to take responsibility for your own professional development.
- Participate in duty rosters, including taking assemblies.
- Participate in the school's arrangements for performance management and other professional development activities.
- Safeguard the health and safety of all children.

## **General**

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular Health and Safety and Safeguarding.
- Participate in the Trust Appraisal process and undertake training and professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of Transform Trust
- Establish constructive relationships with colleagues, other schools within the Trust and outside agencies.

These above mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust. The responsibility level of any other duties should not exceed those outlined above.

Name of Post Holder

Signature

Date

## Person Specification

Areas of responsibility	Requirements	Measurement				
		P	A	T	I	D
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Degree</li> <li>Qualified Teacher Status</li> <li>Evidence, or intention to undertake, further professional development</li> </ul>		✓ ✓ ✓			✓ ✓
<b>Teaching competencies &amp; experience</b>	<ul style="list-style-type: none"> <li>Excellent classroom practitioner or potential to become an outstanding teacher</li> <li>Ability / willingness to work in other key stages in the future.</li> <li>Able to articulate, and demonstrate, the characteristic features of an effective teacher.</li> <li>Good understanding of how assessment is used.</li> <li>Clear understanding of effective techniques and policies for behaviour management</li> <li>An understanding of how safeguarding children works in practise</li> </ul>		✓ ✓ ✓ ✓ ✓ ✓	✓  ✓ ✓ ✓  	✓  ✓ ✓ ✓  	
<b>Management competencies &amp; experiences</b>	<ul style="list-style-type: none"> <li>Clear idea of how to manage teaching assistants</li> <li>The ability, proven or potential, to manage a subject and teachers</li> <li>Participate in the full life of the school, being involved and committed to the delivery of extra-curricular activities</li> </ul>		✓ ✓ ✓		✓ ✓ ✓	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Good knowledge of the Curriculum guidance for Key Stage 1, and Key Stage 2 National Curriculum and the Agreed Syllabus for RE.</li> <li>A secure understanding of age-related expectations and experience of key stage 1 &amp; 2 statutory tests</li> <li>Understand and know how national, local comparative and school data, including National Curriculum test data can be used in professional and school development</li> <li>Good knowledge and understanding of the ability to plan effectively for differentiated tasks and activities</li> <li>Good knowledge and understanding of assessment for Learning strategies</li> <li>Good knowledge and understanding of effective teaching and learning styles and being creative in delivery</li> </ul>		✓ ✓ ✓ ✓ ✓ ✓	✓     ✓	✓  ✓ ✓  ✓	
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>promote the school's aims positively, and use effective strategies to monitor motivation and moral;</li> <li>develop good relationships within a team;</li> <li>establish and develop good professional relationships with parents, governors and the community;</li> <li>communicate effectively (both orally and in writing) to a variety of audiences;</li> </ul>		✓ ✓ ✓		✓ ✓ ✓	

	<ul style="list-style-type: none"> <li>• create a happy, challenging and effective learning environment;</li> <li>• use ICT effectively and creatively to enhance learning</li> <li>• Self-motivated and shows initiative.</li> <li>• Works well as part of a team.</li> <li>• Shows a high level of enthusiasm, commitment and determination.</li> <li>• Is flexible and listens</li> <li>• Is prepared to seek advice and support.</li> <li>• Resilient under pressure.</li> <li>• Is approachable, caring and empathetic</li> </ul>		✓ ✓		✓ ✓ ✓	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Must be willing to undertake training as required</li> <li>• Must ensure confidentiality in respect of pupils and information.</li> <li>• Commitment to the highest standards of child protection and safeguarding</li> <li>• Recognition of the importance of personal responsibility for health and safety</li> <li>• Commitment to the Trust's ethos, aims and whole community.</li> </ul>				✓ ✓ ✓ ✓	

**P: Pre-application    A: Application    T: Test    I: Interview    D: Documentary evidence**

**Transform Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks**