



JOB DESCRIPTION AND PERSON SPECIFICATION

Position:	Class Teacher	Reports to:	Headteacher
Scale:	School Teachers Pay and Conditions Main Pay Scale	Hours:	Full - Time

Park St CofE (VA) Primary School is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

1. Teaching

- 1.1. Plan and teach lessons and sequences of lessons to the class(es) you are assigned to teach within the context of the School's plans, curriculum and schemes of work in order to achieve target levels of pupil attainment, progress and outcomes.
- 1.2. Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
- 1.3. Set and mark work to be carried out by the pupil in school and elsewhere.
- 1.4. Participate in arrangements for preparing pupils for external examinations.

2. Whole school organisation, strategy and development

- 2.1. Contribute to the development, implementation and evaluation of the School's policies, practices and procedures in such a way as to support the School's values and vision.
- 2.2. Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.
- 2.3. Supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do so.

3. Safeguarding, Health and Safety and discipline

- 3.1. Promote the safety and well-being of pupils in accordance with the School's Safeguarding and Child Protection Policy, Health & Safety Policy and other relevant policies.
- 3.2. Maintain good order and discipline among pupils in accordance with the School's Behaviour Policy.

4. Management of staff and resources

- 4.1. Direct and supervise support staff assigned to you and, where appropriate, other teachers.
- 4.2. Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
- 4.3. Deploy resources delegated to you in accordance with School policies.

5. Professional development

- 5.1. Participate in arrangements for the appraisal and review of your own performance and, where appropriate, that of other teachers and support staff.
- 5.2. Participate in arrangements for your own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

6. Communication

- 6.1. Communicate with pupils, parents and carers in accordance with the School ethos, policies and practice.

7. Working with colleagues and other relevant professionals

- 7.1. Collaborate and work with colleagues and other relevant professionals within and beyond the School.
- 7.2. Participating in administrative and organisational tasks, including the direction or supervision of persons providing support for the teachers in the School, which require the exercise of your professional skills and judgment.

8. Fulfil wider professional responsibilities

- 8.1. Make a positive contribution to the wider life and ethos of the School.

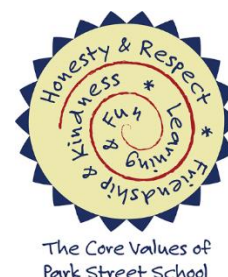
As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

This job description and related documents provides the standards and framework for Performance Management Objectives for a Main Pay Range Teacher which will be set under the School's Appraisal Policy before or as soon as practicable after, the start of each appraisal period. The objectives set will be specific, measurable, achievable, realistic and time-bound and will be appropriate to the teacher's role and level of experience. The appraiser and appraisee will seek to agree the objectives but, if that is not possible, the appraiser will determine the objectives. Objectives may be revised if circumstances change. The objectives set for each teacher will, if achieved, contribute to the School's plans for improving the School's educational provision and performance and improving the educational opportunities of pupils at that School.

PERSON SPECIFICATION – CLASS TEACHER

Qualifications	Essential / Desirable	Method of Assessment
A good honours degree	E	Application form
A teaching qualification	E	Application form
Evidence of a commitment to ongoing CPD	E	Application form/letter/interview
Experience		
KS1 and/or KS2 teaching, according to role	E	Application form and letter/classroom observation
Range of school experience (setting/ size/year groups taught etc.)	D	Application form and letter
Teaching in a mixed year group class.	D	Application form/letter/interview
Basic skills/characteristics and competencies		
Evidence of high expectations for learning and behaviour	E	Interview/classroom observation
Evidence of an understanding of how to motivate and inspire children to be independent learners	E	Interview/classroom observation
Evidence of an understanding of effective classroom organisation and management	E	Interview/classroom observation
Evidence of an understanding of the need for effective planning, record keeping, assessment and feedback in relation to children's learning	E	Application form and interview
Knowledge of latest educational theory	D	Interview
Excellent communication skills including the use of IT	E	Application form and letter
Ability to form and maintain effective relationships with children, parents, governors and the school community	E	Interview
To demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in your work with pupils.	E	Interview and letter of application
Equality issues		
Thorough understanding of an inclusive classroom and a commitment to equal opportunities within the context of the classroom and the school.	E	Interview
Personal qualities		
Enthusiasm and energy for the job role	E	Interview/letter/classroom observation
Self-motivation and resilience	E	Interview/letter of application
Flexibility and reflective practice	E	Interview/letter of application
Evidence of a commitment to collaborative practices	E	Interview/letter of application
Professional appearance	E	Interview day
Support for the ethos and values of a Church school	E	Interview/letter of application
Safeguarding		
Evidence of a commitment towards Child Protection procedures	E	Interview



General Information for Applicants

Thank you for your interest in joining the team at Park St CofE (VA) Primary School. In addition to the Job Description and Person Specification for the post you are interested in, please take time to read the following information, which is relevant to any vacancy at the school.

Park St is a small primary school situated right in the heart of Cambridge, surrounded by Jesus Green and the historic colleges of the University. Serving around 120 children, aged from 4 to 11, as a Church of England school, we aim:

- to be a safe, supportive and caring school which provides a nurturing environment for every member of the community;
- to offer a breadth of opportunity to enable each child to fulfil their potential;
- to be inclusive, celebrating the strengths and differences of our diverse community;
- to have high aspirations for our children, inspiring creativity and a lifelong love of learning.

We have four classes:

- Class 1 is for children of Reception age and some of our younger Year 1 students.
- Class 2 is mixed Year 1 and Year 2
- Class 3 is mixed Year 3 and Year 4
- Class 4 is mixed Year 5 and Year 6

You can find out more about the school by visiting our website:

www.parkstreet.cambs.sch.uk , where you can access the school prospectus, our most recent Ofsted report and other information about the school.

There are no parking facilities at the school, although we are hoping in future to be able to provide a space within walking distance. The nearest parking is at the Park St multi-storey car park operated by NCP. The Park and Ride service from Madingley Road stops in Bridge Street, just two minutes' walk away and the service from Milton stops on Victoria Avenue, about 5 minutes' walk away.

The Governing Body of Park Street CofE (VA) Primary is committed to safeguarding and promoting the well-being of all its pupils and expects all staff, parents and volunteers to share in this commitment.

For further information, please read our Safeguarding and Child Protection Policy which can be found at https://parkstreet.cambs.sch.uk/wp/wp-content/uploads/20190628_Safeguarding-and-Child-Protection-Policy.pdf

Recruitment for any position at the school is conducted in accordance with our Safer Recruitment Policy, our Equality and Inclusion Policy and our Data Protection Policy. Copies of these are available on request from the school office or by emailing office@parkstreet.cambs.sch.uk

[By applying for a position at our school you consent to us processing your data in accordance with these policies. You can read the relevant privacy statement at https://parkstreet.cambs.sch.uk/wp/wp-content/uploads/201805-PrivacyNoticeStaff.pdf.](https://parkstreet.cambs.sch.uk/wp/wp-content/uploads/201805-PrivacyNoticeStaff.pdf)

In accordance with the Disclosure and Barring Service Code of Practice, our policy on the recruitment of ex-offenders is made available to all job applicants at the outset of the recruitment process. The DBS Code of Practice is available at <https://www.gov.uk/government/publications/dbs-code-of-practice>

- As an organisation which uses the Disclosure and Barring service, the Governing Body of the School complies fully with the DBS Code of Practice and undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- We meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. A DBS check will therefore be carried out before appointment to any job at the School is confirmed. This will include details of convictions cautions and reprimands, as well as 'spent' and 'unspent' convictions. A criminal record will not necessarily be a bar to obtaining a position.
- We are committed to the fair treatment of applicants on all protected grounds and in relation to all history of offending.
- We promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their competencies, qualifications and knowledge.
- Application forms and recruitment information will contain a statement that job applicants will be required to disclose their criminal record if they are invited to interview and a DBS check will be carried out if they are offered the job. The information will only be seen by those who need to see it as part of the recruitment process.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the job sought could lead to withdrawal of an offer of employment.

- We undertake to discuss any matter revealed in a Disclosure with the person seeking the job before withdrawing a conditional offer of employment.
- We ensure that people at the School who are involved in the recruitment process have access to professional advice to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

Having a criminal record will not necessarily bar you from working at the School. This will depend on the nature of the position and the circumstances and background of your offences.