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|  | **Milton Hall Primary School and Nursery Job Description** |
| Post:  Responsible to: | **Class Teacher**  **Deputy Headteacher who in turn is responsible to the Headteacher** |
| Salary Scale:  Supervisory Responsibility: | **MPR**  **The postholder may be responsible for the work of classroom assistants relevant to their responsibilities** |

# Main purpose of the job:

* To carry out the professional duties of a teacher, as detailed in the School Teacher’s Pay and Conditions Document and in accordance with School policies and procedures.
* To be responsible for promoting and safeguarding the welfare of children and young people within the school

# Duties and responsibilities

All teachers are required to carry out the duties of a school-teacher as set out in the current *School Teachers Pay and Conditions* document.

# Teaching

* Be a positive role model in terms of behaviour, work and attitudes
* Set high standards of work and behaviour in the class and all other areas of the school following procedures in the school behaviour policy
* Plan for progression across the age and ability range you teach, designing effective lessons/programmes of work in accordance with the needs of individual learners
* Teach challenging, well organised lessons, using an appropriate range of teaching strategies which meet individual learners’ needs
* Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives and monitoring learners’ progress and levels of attainment as set out in school policy
* Provide timely, accurate and constructive feedback on learners’ attainment, progress and areas for development
* Deliver the National Strategies as relevant to the age and ability group/subject that you teach, other relevant initiatives and the school’s own schemes of work
* Advise and work collaboratively with the Headteacher, SLT and others on the preparation and development of teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements as appropriate
* Promote the inclusion and acceptance of all groups of children

# Other

* Carry out playground and other duties as directed and within the remit of the *School Teachers’ Pay and Conditions* document
* Communicate and consult with the parents/carers of learners
* Communicate and co-operate with any relevant external bodies
* Be fully conversant with the school’s procedures and policies

# Performance management

* Participate fully with arrangements made in accordance with the revised Performance Management Regulations 2012

# Professional development

* Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils’ progress, attainment and wellbeing, refining your approaches where necessary
* Be responsible for your own continuous professional development and participate fully in training and development opportunities identified by the school or as developed as an outcome of your performance management

# Health and well-being

* Establish a purposeful and safe learning environment for learners
* Manage learners’ behaviour constructively by establishing and maintaining a clear and positive framework for discipline, in line with the school’s behaviour policy
* Use a range of behaviour management techniques and strategies adapting them as necessary to promote self-control and independence of all learners
* Raise all concerns regarding the behaviour, progress or welfare/child protection of any learner with the appropriately identified person
* Be responsible for promoting and safeguarding the welfare of children and young people within the school

# Team working and collaboration

* Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
* Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
* Cover for absent colleagues within the remit of the *School Teachers’ Pay and Conditions* document

# Leadership

* Be a member of the whole school team, contributing to staff meetings, department meetings and planning meetings and participating in the process of decision making
* To lead the development of a specific subject (unless in NQT year) collecting data, evaluating and analysing the data in order to formulate an Action Plan to raise attainment.
* Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil.

# Administration

* Participate in and carry out any administrative and organisational tasks within the remit of the *School Teachers’ Pay and Conditions* document
* Register the attendance of and supervise learners, before, during or after school sessions as appropriate

# General

* Respect confidentiality at all times
* Show a responsible attitude towards Health & Safety and have due regard for their personal safety and that of others
* Uphold and contribute to the development of school’s equality policies and practice in respect of both employment issues and the delivery of services to the community

# Exercise of particular duties

Perform any reasonable duties as requested by the Headteacher.

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|  | **Milton Hall Primary School and Nursery**  **Person Specification** |  |
| Post:  Responsible to: | Class Teacher  Deputy Headteacher who in turn is responsible to the Headteacher | |
|  | **Essential** | **Desirable** |
| **QUALIFICATIONS**  Evidenced in:   * Application form * Interview | Qualified Teacher Status | Further evidence of professional development |
| **EXPERIENCE**  Evidenced in:   * Letter of application * Interview * Portfolio/presentation | Efficient leadership skills and ability to work effectively in a team | At least Year 1 Experience |
| **PROFESSIONAL KNOWLEDGE, UNDERSTANDING AND SKILLS**  Evidenced in:   * letter of application * interview | What constitutes quality and high standards in learning and teaching   * Inclusion and strategies for engaging all learners including those with EAL * What constitutes appropriate and successful relationships with children * Safeguarding in a primary school * Achieving and sustaining high standards * Effective organisational skills * Ability to work well with parents, carers and the local community | Supporting SMSC within the classroom   * How the learning environment supports * Having coordinated a national curriculum subject |
| **SPECIFIC KNOWLEDGE, UNDERSTANDING AND SKILLS**  Evidenced in:   * application form * lesson observation * interview | Using a positive approach to promote learning and excellent behaviour   * Confident and competent user of ICT * Creative approach to Learning and Teaching * Incorporating creativity into curriculum planning | Co-operative learning  structures |
| **CURRICULUM**  Evidenced in:   * letter of application * lesson observation | The National Curriculum and its assessment   * Principles underlying the Narrowing the Gap Agenda * Understanding of the primary curriculum * Cross curricular learning and teaching * Seek innovative approaches to learning and Teaching | How the curriculum  supports the ethos and values of the school.   * Experience of having involved the ‘community’ to enhance the children’s learning. |
| **PROFESSIONAL VALUES**  Evidenced in:   * letter of application * interview | High expectations of everyone   * Commitment to learning and teaching from first hand, practical learning experiences * Willingness to use a variety of teaching strategies to engage all learners * Commitment to the personal welfare and safeguarding of children | Support for an enriched curriculum through after school clubs and educational visits |
| **QUALITIES**  Evidenced in:   * letter of application * interview * reference | Ability to work cooperatively within a team   * Display warmth, care and sensitivity in dealing with children * 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 and manage time well * Excellent interpersonal / communication skills | Brings personal interests and enthusiasms to the  school community |