



## **Penn Wood Primary and Nursery School**

**'Better Never Stops: Community, Kindness, Respect, Excellence'**

Penn Road, Slough Berkshire, SL2 1PH

Telephone: 01753 521811

Email: [enquiries@pennwood.slough.sch.uk](mailto:enquiries@pennwood.slough.sch.uk)

<b>Post Title:</b>	Teacher (MPS)
<b>School:</b>	Penn Wood Primary and Nursery School
<b>Salary and Grade:</b>	Main Pay Scale with Fringe (£33,075-£45,037 FTE) Pay Award Sept 25 pending
<b>Line Management:</b>	Senior Leadership Team
<b>Hours of Work:</b>	As per STPCD
<b>Closing Date:</b>	Friday 13 <sup>th</sup> June 2025
	Please note that candidates may be shortlisted and invited to interview on receipt of applications.

## **Job Description**

### **Post Overview:**

The postholder will be part of the teaching team, delivering high-quality lessons and fostering a positive and inclusive learning environment for all children, including those with additional needs. They will be responsible for the learning and achievement of all pupils taught and will, working closely with LSAs and other professionals, promote equity, diversity and inclusion. The individual will demonstrate a strong commitment to the school's vision and values, ensuring excellence in teaching and striving to achieve the highest possible standards, achievement and conduct.

We welcome applications from educators with a passion for teaching, whether newly qualified or experienced, who are committed to supporting students in reaching their full potential. We are particularly interested in candidates who bring enthusiasm, adaptability and commitment to continuous professional learning and development.

The postholder will treat others with dignity, building relationships rooted in mutual respect and – at all times- observing professional boundaries. They will work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies. In addition, they will act within the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current **School Teachers Pay and Conditions Document and Teacher**

**Standards**, taking responsibility for the safeguarding of children and young people (KCSiE) and responsibility for their own health and safety and that of others.

## Key Responsibilities:

### Teaching and Assessment:

- Plan and deliver engaging, high-quality lessons, ensuring excellent curriculum knowledge and pedagogical understanding.
- Be responsible for the preparation and development of teaching materials and sequences of lessons and arrangements for engaging children effectively.
- Gain a clear understanding of pupils' prior knowledge, teaching and scaffolding learning appropriately to build knowledge over time so that pupils learn more and remember more.
- Be accountable for the achievement of all pupils taught, demonstrating the highest aspirations and expectations for their progress and achievement.
- Establish a clear understanding of the needs of all pupils, including those with special educational needs, disabilities, English as an Additional Language (EAL), making necessarily curriculum adjustments as appropriate.
- Demonstrate an understanding of and take responsibility for the promotion of high standards of literacy, including the correct use of spoken English.
- Teach early reading (if appropriate to the age-range), demonstrating a clear understanding of appropriate teaching strategies e.g. systematic synthetic phonics and strategies to develop reading fluency.
- Make accurate, productive and skilful use of formative and summative assessment to secure pupils' progress and to plan appropriate next steps.
- Give pupils regular feedback, both orally and through accurate marking, encouraging pupils to respond to feedback, reflect on their progress and understand their next steps.
- Encourage pupils to develop and foster a positive, responsible and conscientious attitude to their own learning.
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate.
- Participate in arrangements for assessments within the remit of the **School Teachers' Pay and Conditions Document**.

### Behaviour, Safety and Welfare Support:

- Promote and exemplify positive behaviour, upholding the school's ethos and standards of conduct.
- Ensure that the school's vision and values – Better Never Stops: Community, Kindness, Respect and Excellence – are held and promoted through day-to-day interactions, praise and re-direction.
- Encourage pupils to maintain positive interactions with peers and staff.
- Manage the behaviour of pupils effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge.
- Monitor pupils' behaviour and positively assist with behaviour management in line with the school's behaviour policy, maintaining good relationships with pupils, exercising appropriate authority and acting decisively when necessary.
- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect.

- Share the highest expectations of behaviour, promoting self-control and independence.
- Employ positive discipline strategies, including praise, sanctions and rewards, consistently and fairly.
- Carry out playground and other duties as directed, within the remit of the current **School Teachers' Pay and Conditions Document**.
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school safeguarding protocols, procedures and practices.
- Ensure Penn Wood habits are maintained, promoting safety, welfare and good conduct of pupils in classrooms, communal areas and outdoors.
- Maintain confidentiality and adhere to safeguarding policies, including 'Keeping Children Safe in Education' and the Prevent Strategy.
- Supervise pupils in designated areas such as the dining area, playground and/or during off-site trips, ensuring their safety and well-being, providing appropriate first aid and welfare support as needed.

#### **Teamwork and Collaborations:**

- Participate in any relevant meetings and professional learning opportunities at the school, which relate to children, teaching, curriculum or organisation of the school, including pastoral arrangements and assemblies.
- Work as a team member and identify opportunities for working with colleagues, sharing the development of effective practice.
- Ensure that colleagues working in partnership are appropriately involved in supporting learning and understand the roles they are expected to fulfil.
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school.
- Develop trust and professional rapport with both staff and students, demonstrating excellent conduct, confidentiality, and respect.
- Show flexibility and enthusiasm for new ideas, supporting the overall aims and ethos of the school.

#### **Fulfil wider professional responsibilities:**

- Actively promote the ethos of the school, ensuring that professional behaviours support the vision, values and strategic priorities of the school.
- Work collaboratively with others to develop best practice and to establish effective professional relationships.
- Deploy support staff effectively (as appropriate).
- Communicate effectively with families with regard to pupils' achievements and well-being.
- Communicate and co-operate with relevant external bodies, as required.
- Contribute positively to the wider life of the school, engaging with the community served by the school.
- Support the school's commitment to well-being and teacher workload.

#### **Administration:**

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

**Health & Safety and School Policies:**

- Understand and adhere to health and safety procedures, including security, first aid, and reporting incidents as necessary.
- Support school security, health, and safety arrangements, maintaining a safe environment for all.
- Promote the school's commitment to community cohesion and cultural diversity, aligning with the school's ethos and the Equality Objectives.

**Professional development:**

- Regularly review the effectiveness of teaching and assessment procedures and their impact on pupils' achievement and well-being, refining approaches where necessary and responding to professional advice and feedback from colleagues.
- Be responsible for improving the quality of teaching through active participation in training, professional learning, development opportunities and coaching.
- Proactively participate with arrangements made in accordance with the Appraisal Regulations 2012.
- Demonstrate value for professional learning and EEF's research on impactful professional learning.

**Other Duties:**

- To have professional regard for the policies and practices at Penn Wood.
- To maintain high standards in your own attendance and punctuality.
- To perform any reasonable duties as requested by the headteacher.
- To participate in relevant training and development to further enhance skills.

**This job description is not your contract of employment or any part of it.** It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This job description may be reviewed on an annual basis.