



Job Description

Post title	Shotton Primary School
Job Evaluation	Yes/No
Grade	M1 – M6
Service	Schools
Service area	Shotton Primary School
Reporting to	The postholder will be accountable to the Head Teacher
Location	Your normal place of work will be Shotton Primary School
Disclosure and Barring Service (DBS)	This post is subject to an Enhanced Disclosure

Description of role

- To Take responsibility for a class of pupils.
- Direct and deploy other staff or volunteers as required.
- Carry out other duties or responsibilities as required by the Head teacher or Senior Management Team, which contribute to the smooth running of the class, or the school as a whole.

Duties and Responsibilities

- At all times to consistently meet the professional standards of teachers.
- Work collaboratively and effectively with colleagues.
- Uphold and support the visions and values of our school, working within the agreed ethos of Shotton Primary School.
- Be aware of school policies and procedures and fully support their implementation when required.
- To fulfil the requirements of the class teacher, demonstrating high standards in classroom practice.
- Teach, according to their educational needs, the pupils assigned to him/her, including the setting and marking of work to be carried out by the pupil in school and elsewhere.
- Assess, record and report on the development progress and attainment of pupils.
- Promote the general progress and well-being of individual pupils and of any class or group of pupils assigned to him/her.
- Make records of and reports on the social needs of the pupils.
- Communicate and consult with the parents of pupils.
- Communicate and cooperate with persons or bodies outside the school.
- Participate in meetings.
- Provide or contribute to oral and written assessments, reports and references relating to individual pupils or groups of pupils.
- Participate in any arrangements within an agreed national framework for the appraisal of his/her performance and that of other teachers.
- Review from time to time his/her methods of teaching and programmes of work.
- Participate in arrangements for his/her further training and professional development as a teacher.

- Advise and cooperate with the head teacher and other teachers on the preparation and development of schemes of work, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.
- Maintain good order and discipline among the pupils. Safeguard their health and safety both when they are authorised to be on the school premises and when they engaged in authorised school activities elsewhere.
- Participate in meetings at the school that relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.
- Supervise and so far as is practicable teach any pupils whose teacher is not available to teach them (note the three day rule).
- Take such part as may be required of him/her in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
- Participate in administration and organisational tasks related to such duties as described above, including the management or supervision of persons providing support for teachers in the school and the ordering and allocation of equipment and materials.
- Attend and sometimes lead assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after the school sessions.

Organisational Responsibilities

Values and behaviours

To demonstrate and be a role model for the council's values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

Smarter working, transformation, and design principles

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

Communication

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

Health, Safety and Wellbeing

To take responsibility for health, safety, and wellbeing in accordance with the council's Health and Safety policy and procedures.

Equality and diversity

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

Confidentiality

To work in a way that does not divulge personal and/or confidential information and follow the council's policies and procedures in relation to data protection and security of information.

Climate Change

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

Performance management

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council's Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

Quality assurance (for applicable posts)

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

Management and leadership (for applicable posts)

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council's values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

Financial management (for applicable posts)

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.