

JOB DESCRIPTION

POSITION:	KS2/KS1 class teacher
GRADE:	MP1-UPS3 <i>plus possibility of a TLR for the right candidate</i>
HOURS:	Full Time - 32.5 hours per week
RESPONSIBLE TO:	Head Teacher

Purpose of the Job:

This job description should be read alongside the range of duties of teachers set out in the annual School Teachers' Pay and Conditions Document and the Teaching Standards.

Duties and responsibilities

Teaching

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests
- Exemplify and share best practice across the school
- Communicate effectively with parents regarding pupils' learning and progress
- To maintain an attractive and stimulating learning environment in accordance with the school's display policy
- To promote a calm and focussed learning environment through utilising a positive behaviour management strategy in line with Duncombe's behaviour policy

Subject lead (TLR) responsibilities (not ECT's)

- Monitoring the quality of teaching and learning in subject lead area
- Leading professional development in subject area in line with SDP
- To support staff in planning for subject area
- To review curriculum content on an annual basis in line with outcomes and make the necessary adjustments
- To be responsible for the agreed subject area budget (for which the postholder is required to identify spend requirements and ensure best value from money spent)
- To select and undertake responsibility for selecting a range of resources required to support teaching and learning in the agreed area and to supervise the storage and maintenance of the resources to a high standard



Leadership Responsibilities

- To be actively involved in the ongoing School Development Plan and arrangements for its evaluation in terms of its effect on school improvement and raising standards

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach

Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

Professional development

- Take part actively in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others

Communication

- Communicate effectively with pupils, parents and carers, following the schools agreed procedures

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality leading others through modelling personal excellence
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

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PERSON SPECIFICATION

CRITERIA	QUALITIES
Qualifications	<p>E1 Qualified teacher status</p> <p>E2. Successful experience of teaching in the EYFS, KS1 and/or KS2</p>
Experience	<p>E3. Recent, good or outstanding teaching in the EYFS, Key stage 1 and/or 2.</p> <p>E4. Demonstrates a passion for teaching and the achievement of all learners, whatever their starting points.</p> <p>E5. Excellent understanding of the National Curriculum and a commitment to a broad and balanced curriculum in all subject areas.</p> <p>E6. Evidence of effective use of assessment strategies to move learning on, experience of tracking progress and attainment to ensure that gaps in understanding are swiftly closed.</p> <p>E7. Proven experience of achieving high standards of Early Years/Primary classroom practice and for more experienced candidates, the potential to lead an area of the curriculum.</p> <p>E8. Exemplary positive behaviour management strategies and consistently high expectations of behaviour for learning.</p>
Safeguarding	<p>E9. Display commitment to the protection and safeguarding of children and the ability to prioritise this.</p> <p>E10. Up-to-date knowledge and understanding of relevant legislation and guidance in relation to working with and the protection of children.</p>
Personal Qualities	<p>E11 A sense of integrity and commitment to meeting the needs of and having high aspirations for children in a diverse inner-city school.</p> <p>E12. To contribute to the ethos of the school, ASPIRE, through own professional behaviours.</p> <p>E13. To have excellent oral and written communication skills with parents, children and all other stakeholders.</p> <p>E14. To be well-organised and have the ability to prioritise efficiently.</p>



Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: 28.02.2023

Next review date: 28.02.2024

Headteacher/line manager's signature:

Date:

Postholder's signature:

Date: