



# Edinburgh Primary School

## JOB DESCRIPTION

**School:** Edinburgh Primary School

**Title of Post:** Teacher

**Grade/Pay Range:** MPS

**Reporting to:** Headteacher

This job description is to be performed in accordance with the provisions laid down in the relevant sections of the current School Teacher's Pay and Conditions Document and undertake any other reasonable duties that the Headteacher may request commensurate with the post.

### **JOB PURPOSE:**

To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the headteacher.

### **MAIN DUTIES / RESPONSIBILITIES:**

The role is covered by the standard teachers JD but in addition:  
We are looking for a teacher who can offer:

- A proven track record as a Good or Outstanding classroom teacher or trainee teacher.
- Flexibility and a commitment to team-working.
- Commitment to continuing professional development.
- Enthusiasm, commitment and resilience.
- Personal organisation and good ICT skills.
- A passion for inspiring all children to achieve their potential.

### **Teaching and Learning**

- Consistently and effectively plan lessons and sequences of lessons to meet pupils' individual learning needs.
- Use a range of appropriate strategies for teaching and classroom management
- Use information about prior attainment to set well-grounded expectations for pupils and monitor progress to give clear and constructive feedback.
- Ensure that children make good progress in relation to individual starting points
- Take responsibility for your professional development and use the outcomes to improve your teaching and pupils' learning.

**Confidentiality, Health and Safety & Data Protection**

- To treat all information acquired through employment, both formally and informally, in strict confidence.
- Be aware of and comply with policies and procedures relating to child protection reporting all concerns to an appropriate person.
- Be aware of all documents produced during the time at the school remaining the commercial documents of the school.
- To uphold and comply with the provision of the Health and Safety at Work Act 1974 and any other relevant Council Policies relating to Health and Safety at work.
- Ensure identification and familiarisation with all policies that cover procedures and processes for data protection;
- To understand data breaches, the reporting procedures and timescales for reporting;
- Ensure that data protection and risk management is an important and regular part of behaviour in school.

**Equality of Opportunity**

- As a member of school staff to take individual and collective professional responsibility for enforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying.
- Ensure the development and progression of equality within the sphere of responsibility to this post and the fair and equal treatment of all colleagues, children, parents and visitors.
- To understand and comply with the Local Authority's Equal Opportunities Policy.

**Other requirements:**

- To have an up-to-date Enhanced DBS Disclosure.
- This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## TEACHER PERSON SPECIFICATION

Criteria	Essential/ Desirable	How assessed
<b>QUALIFICATIONS</b>		
Qualified teacher status	E	A
Evidence of continuing professional development	E	A
<b>EXPERIENCE (not applicable for NQT posts)</b>		
To have recent, significant and successful experience as a teacher in the primary phase.	E	A/I/R
To have recent, significant and successful experience as a teacher in a multi-cultural, multi-lingual school.	D	A/I/R
<b>KNOWLEDGE / UNDERSTANDING</b>		
Thorough knowledge of the primary curriculum from 4 - 11	E	A/I
Thorough knowledge and understanding of successful primary practice	E	A/I
Understanding of how to raise standards within a primary school	D	A/I
Knowledge of recent legislation and current educational developments	D	A/I
Has a clear knowledge and understanding of safeguarding & promoting the welfare of children and young people	E	A/I
Has a good understanding of the principles of race, gender and disability and equality of opportunity	D	A/I
Understands what constitutes good practice and support for bilingual learners.	E	A/I
A very good working knowledge of ICT for teaching and administrative purposes	E	A/I
Has a thorough understanding of inclusion/personalisation	E	A/I
Has an excellent understanding of assessment and AFL strategies	E	A/I
A highly motivated, energetic and enthusiastic team member	E	A/I/R
Ability to communicate orally and in writing	E	A/I
Understand role in relation to health and safety	E	A/I
<b>PERSONAL CHARACTERISTICS</b>		
Is enthusiastic in their approach to raising standards and developing the 'whole child'	E	A/I/R
A commitment to promoting the 'voice of the child' and valuing their contribution to the development of the school.	E	A/I/R
A commitment to equality of opportunity and social inclusion	E	A/I/R
Creative, enthusiastic and proactive, keen to embrace change, new ideas and challenges	E	A/I/R
Can inspire trust and confidence in others	E	A/I/R
Well organised and able to manage time well	E	A/I/R

Ability to manage effectively pupil discipline and have a commitment to a high level of pastoral care	E	A/I/R
Commitment to the development and maintenance of positive partnerships between the school, parents and the community	E	A/I/R

Edinburgh Primary School is committed to safeguarding and promoting the welfare of the children and young people and expects all in the school community to share this commitment.

A – Application

I – Interview

R- References