

# JOB DESCRIPTION

READING BOROUGH COUNCIL	Department/Directorate: Education and Children's Services
Post Reference No:	Location: Geoffrey Field Junior School
Job Title: Class teacher and subject manager (latter n/a to NQTs)	Grade/Salary Range: Teacher's Salary Scale

## JOB PURPOSE

To carry out the professional and particular duties of a teacher in accordance with The School Teachers' Pay and Conditions Document and Guidance on School Teachers' Pay and Conditions.

## DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

The Teacher is accountable to the Upper/ Lower school coordinator initially and ultimately the School Management Team.

## MAIN DUTIES AND RESPONSIBILITIES

The Teacher is responsible for:

### Teaching

- teaching all areas of the National Curriculum with regard to school policies, schemes of work and DfE initiatives.
- producing effective planning for all subjects in line with the school's policy.
- keeping up to date and accurate records of pupils' progress as set out by the school.
- setting and reviewing appropriate targets for pupils which ensure best possible progress.

### Other activities

- providing an effective and safe learning environment for the children in an atmosphere of high expectation and low threat.
- developing the role of the school as a community in which we all learn together – sharing expertise, offering advice and support and having a flexible approach to people and situations.
- providing the necessary structure and support for student teachers if acting as a 'host' teacher.
- ensuring continuity and progression for pupils through liaison with colleagues within the school and beyond.
- maintaining an active interest in current educational theory and practice and use this to further develop teaching approaches.
- leading teachers in one area of the curriculum – see curriculum co-ordinator's job description.
- contributing to the development of the school by setting school improvement targets, implementing agreed actions and monitoring outcomes.

### Assessments and Reports

- providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

### Performance Management

- participating in arrangements made in accordance with the school's policy for performance management.

### Review, induction, further training and development

- reviewing from time to time one's own methods of teaching and programmes of work;
- participating in arrangements for one's own further training and professional development as a teacher including undertaking training and professional development which aims to meet needs identified in appraisal objectives or in appraisal statements; and
- keeping current with Health and Safety and Child Protection training;

- in the case of a teacher serving an induction period pursuant to the Induction Regulations, participating in arrangements for own supervision and training.
- adhering to and positively promoting all school policies and procedures.

#### **Educational methods**

- advising and co-operating with the headteacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements

#### **Discipline, health and safety**

- maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

#### **Staff Meetings**

- participating in meetings at the school which relate to the curriculum of the school or the administration or organisation of the school, including pastoral arrangements

#### **External examinations**

- participating in arrangements for preparing pupils for external examinations, assessing pupils for the purposes of such examinations and recording and reporting such assessments; and participating in arrangements for pupils presentation for, and conducting, such examinations

#### **Management**

- co-ordinating or managing the work of other staff including teaching assistants and volunteers; and
- taking such part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school;

#### **Administration**

- participating in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support; and
- attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.

#### **Time**

- being available for work on 195 days including 5 Inset days and being directed for 1265 hours by the Headteacher on the 195 days. In addition teachers will work such time as necessary in order to be able to discharge their professional duties.
- Please note: a Teacher shall perform, in accordance with any direction which may reasonably be given to him/ her from time to time by the Headteacher, such particular duties as may reasonably be assigned to him/ her.

#### **SCOPE OF JOB (Budgetary/Resource control, Impact)**

**Responsibility for a subject budget; for monitoring progress & evaluating impact of a subject or area of the curriculum.**

#### **SPECIAL/OTHER REQUIREMENTS or RESPONSIBILITIES OF THIS POST**

What level of DBS check is required for this post ?	ENHANCED
Does the post require a Protection of Vulnerable Adults (POVA) check?	NO
Does the post require a Protection of Children Act (POCA) check ?	YES
What other security/safer recruitment clearances are required for this post ( <i>excluding standard identity/work permit/education qualification checks</i> )?	NONE
Is this post 'politically restricted'?	NO
What Level H&S Responsibilities are applicable to this post?	LEVEL 1 / 2

# PERSON SPECIFICATION



Reading Borough Council	Department/Directorate: Education and Children's Services
Job Title: Teacher	Post Reference No:

## Qualifications/Education/Training:

Qualified Teacher Status.  
Thorough and up-to-date knowledge of the National Curriculum and the Primary Strategy.

## Experience:

Experience of teaching across KS2.

## Skills and Abilities:

- Positive professional attitude and an ability to promote the school's ethos and values;
- Develop and maintain good relationships with children, parents, colleagues, and the local community;
- Form appropriate relationships and personal boundaries with children;
- Show emotional resilience in working with challenging behaviours and attitudes to the use of authority and maintaining discipline.
- Strong communication skills;
- Provide a broad based, balanced, relevant curriculum showing sensitivity to the needs of every child;
- Organise teaching and learning effectively for the benefit of all pupils in an inclusive and challenging way;
- Use time effectively, creatively and flexibly;
- Carry out delegated tasks and be accountable for outcomes;
- Show a commitment to continuous professional development and improvement;
- Show an understanding of the needs of children in challenging circumstances;
- Be committed to social inclusion.
- Work within a team, contributing to its effectiveness.
- Have high expectations of self and others;
- Safeguard and promote the personal development and well being of pupils;
- Model behaviour that encourages a sense of responsibility, respect and consideration for others; and
- Create an optimal learning environment;

**Threshold teachers will be expected to demonstrate consistently a very high standard in all areas of the teacher's job description.**

## Specific Working Requirements: