Thomas Jones Primary School

Job Description

Title of Role:	KS1 or KS2 Class Teacher (maternity cover 12 months fixed term)
Line Manager:	The Head teacher and the Deputy Head
Salary:	Main Pay Scale MPS3-6

Teaching Duties
Have regard for the curriculum of the school, with a view to promoting the development of the knowledge and aptitudes of pupils:

- Plan and prepare outstanding lessons
- Demonstrate outstanding teaching
- Differentiate
- Mark learning
- Assess, record and report on the development, progress and attainment of pupils

Other activities
- Promote the progress and well-being of pupils
- Provide guidance and advice to pupils on educational and social matters and, where appropriate, about sources of more expert advice on specific questions; formulate relevant records and reports
- Communicate and consult with parents and carers of pupils
- Participate in meetings arranged for any of the purposes described above.

Assessments and reports
- Provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

Appraisal or review of performance
- Participate in arrangements made in accordance with the current regulations for the appraisal or review of your performance and that of other teachers.

Review, induction, further training and development
- Observe requirements of school induction;
- Review from time to time your methods of teaching and programmes of work;
- Participate in all staff CPD sessions;
- Participate in arrangements for further training and professional development as a teacher including undertaking training and professional development which aims to meet needs identified in planning and review statements.

Positive behavior management, health and safety
- Maintain good order and positive behavior among the pupils and safeguard their health and safety both within and outside of the school.

Staff meetings
- Participate in all scheduled meetings and prioritise actions accordingly.

External Testing
- Where appropriate, participate in arrangements for preparing pupils for external testing, assess pupils for the purposes of such tests and record and report such

assessments.

Administration

- Participate in administrative and organisational tasks related to such duties as are described above; and attend assemblies, register the attendance of pupils and supervise pupils, whether these duties are to be performed before, during or after the school day;
- Communicate in writing to staff, teachers and parents/carers as required.

Safeguarding

- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person;
- Liaise with School Nurse and the Designated Safeguarding Leader when necessary relating to children's medical needs;
- Work collaboratively with the Leadership Team and the Site Manager to ensure the school's Health and Safety policies and procedures are followed.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to all visitors to the school. Thomas Jones School will endeavor to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

Following consultation with you this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Thomas Jones Primary School

Person Specification

Title of Role: KS1 and KS2 Class Teacher (maternity cover 12 months fixed term)

Essential (E) or Desirable (D)	Requirements	Assessment Criteria	
		Application Form	Interview
E	• To have experience teaching across the curriculum in a primary school	√	
E	• To be committed to the delivery of outstanding learning opportunities	√	√
E	• A thorough knowledge of the primary curriculum	√	√
E	• A sound understanding of how children develop and learn	√	√
E	• Ability to create a positive and well managed learning environment where behaviour is exceptional	√	√
E	• Ability to plan and teach for a range of differing needs and abilities ensuring all children make are able to access the curriculum and make good progress	√	√
E	• Ability to assess and record progress and attainment effectively and utilise this to plan further learning opportunities		√
E	• Ability to liaise with and manage support staff appropriately to ensure improved practice		√
E	• Ability to communicate positively and effectively at all levels with excellent written and spoken Standard English	√	√
E	• Ability to create and maintain dynamic and inspirational learning environments		√
E	• Ability to be an effective team member, using initiative, being proactive and having a flexible approach to work	√	√
E	• Warm and positive person	√	√
E	• Organised, tenacious and resilient	√	√
E	• Dynamic and self-motivated	√	√
	• Collegiate with good interpersonal skills	√	√
E	• Commitment to Safeguarding	√	√
E	• Undertake training as required in order to fulfil the requirements of the role		√
E	• Genuine interest and passion for the education of children and the ability to contribute to the Thomas Jones community	√	√
E	• Play a full and active part in the life of the school		√
E	• To maintain a personal commitment to professional development linked to the competencies necessary for the role, including reflective practice	√	√