



Faith in everyone to shine brightly

Job Description and Person Specification – Class Teacher

St Mary's CE Primary School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Salary: Main Scale

Hours: Full Time

Contract type: Fixed term

Reporting to: Head Teacher

Main purpose

The teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document.
- Meet the expectations set out in the Teachers' 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.

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.
- Ensure positive and safe learning environments.
- Recognise the importance for all adults and children to promote 'safe, ready and respectful' behaviours.
- Understanding that 'all interactions are interventions' when managing behaviour and well-being.

Professional development

- Take part 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.
- Use initiative to plan and undertake professional development.

Communication

- Communicate effectively with pupils, parents and carers.
- Communicate with other agencies who work within or outside school.
- Follow all communication protocols of the school.

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.
- Be open and flexible.

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.
- Understand and act within the statutory frameworks which set out professional duties and responsibilities.
- Responsible use of social media for own use.
- The teacher will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

If you are interested in applying for this position, please contact admin@st-marys-purton.wilts.sch.uk for an application form.

NOTE: CVs will not be accepted.

At St Mary's School we are committed to safeguarding and have a culture of vigilance in all aspects of safeguarding and child protection.

In accordance with Section 236 of Keeping Children Safe in Education, this role meets the definition of Regulated Activity and an enhanced DBS check with children's barred list information will be undertaken prior to commencement of employment.

This check provides information about convictions, cautions, reprimands, and warnings held on the Police National Computer (PNC), plus additional information held by police such as interviews and allegations and an additional check about whether the candidate appears on the children's barred list. Additional information will only be disclosed where a chief police officer reasonably believes it to be relevant and considers that it ought to be disclosed.

SECTION 11 Rehabilitation of Offenders Act 1974

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exception Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

Shortlisted candidates will be required to complete a criminal convictions self-declaration where you will be asked to provide details of all unspent convictions and those that would not be filtered. You will be asked to return the completed form to the school prior to your interview. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

Person specification

CRITERIA	QUALITIES
Qualifications and experience	<ul style="list-style-type: none">• Qualified teacher status• Successful primary teaching experience
Skills and knowledge	<ul style="list-style-type: none">• Knowledge of the National Curriculum• Knowledge of effective teaching and learning strategies• A good understanding of how children learn and how barriers to learning can be overcome• Ability to adapt teaching to meet pupils' needs• Ability to build effective working relationships with pupils• Knowledge of guidance and requirements around safeguarding children• Knowledge of effective behaviour management strategies• Good ICT skills, particularly using ICT to support learning
Personal qualities	<ul style="list-style-type: none">• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school• High expectations for children's attainment and progress• Ability to work under pressure and prioritise effectively• Commitment to maintaining confidentiality at all times• Commitment to safeguarding and equality

Notes:

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