

## **WOKINGHAM BOROUGH COUNCIL** JOB DESCRIPTION

Job Title:	Key Stage 2 Teacher	Job Ref:	
School:	The Colleton Primary School	Salary:	Main Pay Scale
Reports To:	Team Leader and Head Teacher		

**Employment Status:** See advert

Hours of Work: See advert

### Job Purpose

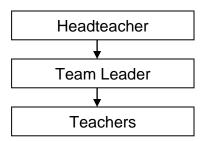
To take responsibility for the learning, teaching and pastoral care of children in their team.

## **Departmental/Team Purpose:**

The purpose of the school is to meet the educational needs of children and young people within the local community

### **Organisation Chart:**

Show the structure two levels above and two levels below in the Division or Section example boxes and lines have been supplied below:



### Scope

#### **Financial Accountabilities**

Budgets directly controlled (please state if this has been delegated to the post-holder)

Budgets monitored on day-to-day basis:

# Staff Responsibilities

Number of employees managed/supervised:

managed/supervised:

Number of FTE (Full Time Equivalents) employees

**NONE** 

NONE

## **Management of Physical Assets**

Nature of physical assets directly controlled, (e.g. children's home):

Details of service contracts managed:

# Summary of Main Contacts.

- Teachers
- Pupils
- Parents
- Carers
- Other school staff
- Other professionals
- LEA

	SCH 121
	Main Tasks/Accountabilities Il duties are set out in the teachers pay and conditions
	. To plan and prepare learning activities
2	. To monitor and assess learning
3	<ul> <li>To ensure excellent progress for children across all areas of development ensuring equality of opportunity for all.</li> </ul>
4	. To report progress against targets
5	. To participate in Team planning meetings
6	<ul> <li>To help maintain an attractive and well organised learning environment, both inside and outdoors</li> </ul>
7	. To manage Health and Safety
8	<ul> <li>To promote high standards of behaviour and positive attitudes for all children, including using conflict resolution in line with the schools ethos and behaviour policy</li> </ul>
9	. Communicate and consult with outside agencies, parents or guardians as appropriate
1	<ol> <li>Look for and use opportunities to support the development of the whole child through spiritual, moral, social and cultural activities</li> </ol>
1	<ol> <li>Any other duties that reasonably fall within the purview of the post which may be allocated after consultation with the postholder.</li> </ol>
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### PERSON SPECIFICATION

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

### **Knowledge/Qualifications:**

- Degree level qualification
- Postgraduate professional qualification e.g. Postgraduate Certificate in Education

### Skills/Abilities:

- Applies effective verbal communication skills
- Presents information and ideas clearly
- Positively influences the opinions of others through factual discussion
- Adapts personal style to suit individual situation and needs
- Creates an environment of trust by delivering on promises
- Utilises report-writing skills to accurately reflect a situation through Positive language
- Exercises flexibility in order to accommodate changes in work priorities
- Balances tasks and resources in the organisation of a wide range of activities
- Provides contingencies to deal with the unexpected
- Anticipates workload and plans ahead
- Monitors progress against key performance indicators
- Makes routine decisions based upon guidelines and procedures laid down in the established framework
- Contributes towards the effective delivery of performance targets, objectives and standards set by the Team
- Leads by example in standards of behaviour in the work environment

### Experience:

See advert

### **Personal Qualities:**

- Calm under pressure, adaptable and energetic
- A caring and positive attitude
- A good listener and sensitive to pupils needs
- Team player
- A sense of responsibility
- Positive behaviour management
- High expectations of self and others

## **Professional Development:**

- To ensure own continuing professional development
- To keep up to date with current issues in teaching and learning
- To attend and participate in staff meetings and INSET days
  To participate in performance management reviews
  To act as a role model to students and other visitors