



## WOKINGHAM BOROUGH COUNCIL JOB DESCRIPTION

<b>Job Title:</b>	Key Stage 2 Teacher	<b>Job Ref:</b>					
<b>School:</b>	The Colleton Primary School	<b>Salary:</b> Main Pay Scale					
<b>Reports To:</b>	Team Leader and Head Teacher						
<b>Employment Status:</b> See advert							
<b>Hours of Work:</b> See advert							
<b>Job Purpose</b> To take responsibility for the learning, teaching and pastoral care of children in their team.							
<b>Departmental/Team Purpose:</b>  The purpose of the school is to meet the educational needs of children and young people within the local community							
<b>Organisation Chart:</b> Show the structure two levels above and two levels below in the Division or Section – example boxes and lines have been supplied below:  <div style="text-align: center;"><table border="1" style="margin: auto;"><tr><td style="padding: 5px;">Headteacher</td></tr><tr><td style="text-align: center;">↓</td></tr><tr><td style="padding: 5px;">Team Leader</td></tr><tr><td style="text-align: center;">↓</td></tr><tr><td style="padding: 5px;">Teachers</td></tr></table></div>			Headteacher	↓	Team Leader	↓	Teachers
Headteacher							
↓							
Team Leader							
↓							
Teachers							

<b>Scope</b>	
<b>Financial Accountabilities</b>	
Budgets directly controlled (please state if this has been delegated to the post-holder)	NONE
Budgets monitored on day-to-day basis:	
<b>Staff Responsibilities</b>	
Number of employees managed/supervised:	NONE
Number of FTE (Full Time Equivalent) employees managed/supervised:	

**Management of Physical Assets**

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

NONE

Details of service contracts managed:

**Summary of Main Contacts.**

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

<b>Main Tasks/Accountabilities</b>
All duties are set out in the teachers pay and conditions
1. To plan and prepare learning activities
2. To monitor and assess learning
3. To ensure excellent progress for children across all areas of development ensuring equality of opportunity for all.
4. To report progress against targets
5. To participate in Team planning meetings
6. To help maintain an attractive and well organised learning environment, both inside and outdoors
7. To manage Health and Safety
8. 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
9. Communicate and consult with outside agencies, parents or guardians as appropriate
10. Look for and use opportunities to support the development of the whole child through spiritual, moral, social and cultural activities
11. Any other duties that reasonably fall within the purview of the post which may be allocated after consultation with the postholder.

# 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
- 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