



*(Amended to include safeguarding statement- Sept 2005)*

## **JOB DESCRIPTION**

### **FOR TEACHERS OTHER THAN HEAD TEACHERS**

#### **SCHOOL: Northfield Primary & Nursery School**

*Job title: Teacher*

*Pay Scale: Main Scale / UPS*

*Job purpose: Carry out the professional duties of a teacher*

*Post(s) Responsible to: Head Teacher / Deputy Head Teacher*

*Post(s) Responsible for: Teaching learners with a full range of abilities; having regard to the curriculum for the school and with a view to promoting the development of the abilities and aptitudes of the learners in any class or group assigned.*

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## **CORE REQUIREMENTS OF THE POST:**

- As a Teacher you shall carry out the professional duties of a school teacher as circumstances may reasonably require as provided for under the relevant sections of the School Teachers' Pay and Conditions Document. A summary of these is attached for your information as Annex A.
- Should circumstances arise which require this job description to be reviewed and amended, any changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with your Head Teacher who may involve officers of the Education Department as appropriate. You may be accompanied at this meeting by a representative of your Trade Union if you so wish.
- In addition to the duties specified within the section "Particular Responsibilities", you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases. This job description does not form part of the Contract of Employment.
- You are required to carry out your duties in line with the stated ethos and principles of the school and in line with your responsibility for promoting and safe guarding the welfare of children and young persons for whom you are responsible or come into contact with.
- To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures
- To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team
- To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school

**ANNEXE B  
POLICY RELATING TO THE WORKING PRACTICE OF A CLASS TEACHER**

*(This does not form part of the contract of employment)*

Areas of responsibility and key tasks:

**A. Planning, teaching and class management, to:**

Teach allocated pupils through appropriate planning to achieve progression of learning by:

- identifying clear teaching objectives and specifying how they will be taught and assessed
- setting tasks which challenge pupils and ensure high levels of interest
- setting appropriate and demanding expectations
- setting clear targets, building on prior attainment
- identifying SEN or very able pupils;
  
- provide clear structures for lessons maintaining pace, motivation and challenge;
  
- make effective use of assessment and ensure coverage of programmes of study;
  
- ensure effective teaching and best use of available time;
  
- monitor and intervene to ensure sound learning and discipline
  
- use a variety of teaching methods to:
  - match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
  - use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
  - select appropriate learning resources and develop study skills through library, I.C.T. and other sources;
  - ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
  
- evaluate their own teaching critically to improve effectiveness;

Additional standards for nursery and early years -

take account of pupils' needs by providing structured learning opportunities which develop the areas of learning identified in national and local policies and particularly the foundations for literacy and numeracy;

encourage pupils to think and talk about their learning, develop self control and independence, concentrate and persevere, and listen attentively;

use a variety of teaching strategies which involve planned adult intervention, first-hand experience and play and talk as a vehicle for learning;

manage parents and other adults in the classroom.

**B. Monitoring, assessment, recording, reporting - to:**

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- mark and monitor pupils' work and set targets for progress;
- assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving;
- prepare and present informative reports to parents.

**C. Other professional requirements - to:**

- have a working knowledge of teachers' professional duties and legal liabilities;
- operate at all times within the stated policies and practices of the school;
- establish effective working relationships and set a good example through their presentation and personal and professional conduct;

- endeavour to give every child the opportunity to reach their potential and meet high expectations;
- contribute to the corporate life of the school through appropriate participation in meetings and management systems necessary to coordinate the management of the school;
- take responsibility for their own professional development and duties in relation to school policies and practices;
- liaise effectively with parents and governors.
- to promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures
- to report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team
- to attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school

**Person Specification – Year 3 Teacher April 2025 (Summer Term)**

	Essential Criteria	Desirable Criteria
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of relevant, ongoing learning and professional development</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Successful teaching with a proven track record of raising attainment for all pupils</li> </ul>	<ul style="list-style-type: none"> <li>• KS2 experience</li> </ul>
<b>Professional attributes</b>	<ul style="list-style-type: none"> <li>• Exemplary classroom practitioner</li> <li>• Enthusiastic, creative and willing to learn</li> <li>• Excellent communication and interpersonal skills</li> <li>• Takes responsibility for managing own professional development</li> <li>• Contributes to and implements whole school policies</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in partnership with parents and other professionals</li> <li>• Evidence of continued professional development</li> </ul>

	<ul style="list-style-type: none"> <li>• Implements and contributes to whole school improvement</li> <li>• Sets examples of high personal standards</li> <li>• Establishes professional, supportive and appropriate relationships with parents/carers and other professionals.</li> <li>• Willingness to assist and participate in the wider aspects of school life</li> <li>• Sets high expectations for self and others and a strong commitment to raising standards</li> </ul>	
<b>Professional knowledge and understanding</b>	<ul style="list-style-type: none"> <li>• Has a good knowledge and understanding of the National Curriculum requirements</li> <li>• Ensures curriculum coverage, continuity and progression in the curriculum, for all pupils</li> <li>• Has a good understanding of how children learn effectively</li> <li>• Successfully delivers inclusive practice to ensure equal opportunities for all</li> <li>• Uses assessment effectively to set clear targets for pupil achievement and to inform future learning</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of participating in curriculum development</li> <li>• Experience of leading a curriculum subject or area</li> </ul>
<b>Professional skills</b>	<ul style="list-style-type: none"> <li>• Works effectively as part of a team</li> <li>• Excellent people skills – motivating, nurturing and challenging children and adults to achieve</li> <li>• Secures a good standard of behaviour in the classroom by establishing appropriate rules and high expectations of behaviour within the context of the school's behaviour policy</li> <li>• Confident IT user</li> <li>• Good organisational skills</li> <li>• Ability to remain positive and retain a sense of humour!</li> </ul>	