



## Primary School Teacher Stratton Primary School

### Job Description

**Post title:** Primary School teacher  
**School:** Stratton Primary School  
**Pay range:** M1 – 6  
**Line manager:** Headteacher

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### Main purpose of the job

- To carry out the duties of a teacher as set out in the latest pay and conditions document.
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### Duties and responsibilities

#### Class Teacher:

- Take charge of, teach and care for a class of children
- To manage the support staff within that classroom
- Create an ordered, stimulating class/school environment
- Assess and record pupils' work and individual attainment against national expectations and tracking progress towards agreed targets
- To implement any required statutory assessment
- To complete an annual report to parents
- To meet with parents to discuss pupils' progress and to review individual educational needs and plans for children with SEN as required by the school's programme.
- Maintain short and medium planning records
- To work alongside the Headteacher to provide information to the Governing Body, staff, parents and other members of the school, community and to act in a professional manner
- To undertake professional development as required
- Order resources for the class in agreement with budget holder
- To take assemblies (unless in ECT year)
- To undertake playground duties
- To undertake any other duties as requested by the Head within the 1265 hours



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### Curriculum Leader

- To maintain record keeping for an area of the curriculum to be agreed (unless in ECT year)
- To lead school development in an area of the curriculum (as agreed above)
- To assist the Head and SMT with staff training in an area of the curriculum (as agreed above) and to advise on staff INSET.
- To ensure continuity and progression within the teaching of an area of the curriculum (as agreed above)
- To audit the school's resources and order resources within the allocated budget for an area of the curriculum (as agreed above)
- To assist with the development of relevant elements of the school development plan as required.
- To monitor the implementation of any relevant elements of the school development plan.

*This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the performance management process or as appropriate*



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### Person Specification

**Post title:** Primary school teacher (Maternity Cover)  
**School:** Stratton Primary School  
**Pay range:** M1 – 6  
**Line manager:** Headteacher

	Essential criteria for shortlisting	How identified	Desirable criteria for shortlisting	How identified
Educational qualifications and experience	Qualified teacher status	Form	Evidence of recent professional development	Form or letter
Curriculum	Knowledge of the national curriculum and assessment procedures  Recent experience of KS1 and or 2 curriculum and assessment procedures  Effective use of information technology  Knowledge and understanding of current educational issues  Willingness to co-ordinate a subject - to be agreed with Head	Letter application form and interview	Proven ability as a teacher  Proven ability to raise standards  Commitment to enriching school provision through extra-curricular activities and use of the local environment  Familiarity with Google Classroom, Office 365 etc	Letter application form and interview <b>(Interviews will be held online rather than in person)</b>



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Qualities	An ability to inspire and motivate children  A commitment to inclusion  A commitment to developing partnerships with parents and the wider community	letter and interview	Effective interpersonal skills  Well organised and effective	Letter and interview <b>(Interviews will be held online rather than in person)</b>
Leadership and management	Commitment to teamwork	Letter and interview	Ability to inspire adults	Letter and interview <b>(Interviews will be held online rather than in person)</b>
Additional factors	Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people	Letter and interview		<b>(Interviews will be held online rather than in person)</b>

**Person specification prepared by:** Stratton Primary School **Date:** March 2024

*Applicants are asked to address the criteria on this form in their application as it will form the basis of the shortlisting process.*