


<b>Westfield Primary School</b>	
Post: Primary Teacher	
Grade: Upper Pay Scale or Main Pay Scale	
Responsible to: Headteacher	<p><b>Job Purpose</b></p> <p>To undertake the duties of a schoolteacher, as set out in the School Teachers' Pay and Conditions Document.</p> <p><b>Management, Organisation and Administration</b></p> <ul style="list-style-type: none"> <li>• attend meetings where appropriate</li> <li>• maintain a high standard of achievement, behaviour and dress within the department and throughout the school</li> <li>• the post holder must at all times carry out their job responsibilities with due regard to Equal Opportunities.</li> </ul> <p><b>Management of Pupils</b></p> <ul style="list-style-type: none"> <li>• to ensure the smooth induction of new pupils</li> <li>• to monitor pupil behaviour and update monitoring forms</li> <li>• to ensure reports and records are maintained for the pupils in your teaching groups</li> <li>• to attend parent consultation meetings, keep a record of attendance and act on concerns raised</li> <li>• to keep a check on pupil attendance and report on poor attendance to the Attendance Co-ordinator</li> </ul> <p><b>Management of Learning</b></p> <ul style="list-style-type: none"> <li>• to maintain records of pupils whom you teach having regard to the school policy on special educational needs</li> <li>• to monitor pupil progress and to take suitable action where necessary</li> <li>• to prepare and mark pupils' work</li> <li>• to present displays of work</li> </ul> <p><b>Curriculum Issues</b></p> <ul style="list-style-type: none"> <li>• develop cross curricular links as appropriate</li> <li>• ensure that staff use appropriate teaching and learning styles and that good practice is shared</li> <li>• ensure that there are opportunities for the setting of differentiated work</li> <li>• assess pupils progress and attainment with schools tracking systems</li> <li>• promote the school at all levels through extra curricular activities</li> <li>• create an environment that encourages student participation</li> </ul> <p>The above is not meant to be an exhaustive list, but is a summary of the important elements of the job of Primary Teacher.</p>

Signed.....Date.....

Signed.....Date.....  
Headteacher

## PERSON SPECIFICATION

**JOB TITLE:**

**Primary Teacher**

<b>Attributes</b>	<b>Essential</b>	<b>Preferred</b>
<b>Qualification</b>	Qualified Teacher Status	Qualifications relevant to the post.
<b>Experience</b>	NQT or experience in KS1/KS2	
<b>Skills/ Knowledge/ Aptitude</b>	Excellent class teacher. Ability to enthuse pupils. Qualified to teach KS1/KS2. Ability to work to deadlines in co-operation with others. Ability of providing concise reports on pupil progress. Ability to communicate clearly both verbally and in writing.	
<b>Curriculum</b>	Knowledge of general subjects in KS1/KS2. IT Literate.	
<b>Motivation</b>	Commitment to the aims of the school. Commitment to the development of all pupils. Commitment to further professional development.	
<b>Community and Liaison</b>	Ability to liaise effectively with parents and outside agencies (if necessary).	
<b>Personal</b>	A commitment to punctuality, good attendance and high standards of self-presentation. A determination to ensure that pupils achieve their potential.	
<b>Application</b>	A well presented application with thought given to the nature of the post (Primary Teacher).	