

Personnel Specification

Main Scale Teacher

Attributes	Essential	Preferred
Qualifications	Degree Qualified teacher status Evidence of recent professional development	Good honours degree Relevant work with children
Experience	Successful teaching at KS1 and 2 Or Successful teaching experience whilst qualifying	Experience in organising extracurricular activities or enrichment activities
Background	Strength in core subjects Commitment to extracurricular activities Ability to listen and act upon advice	An ability to plan appropriate lessons Experience of Lower, Junior, Primary or Middle Schools
Teaching and Learning	A positive and dynamic role model with high expectations of pupil performance and behaviour Maintaining a caring and supportive class environment Evidence of planning lessons according to NC requirements and national initiatives	Understanding of how pupils learn An appreciation of the need to handle pupils sensitively, yet motivating them Good personal IT skills

Personal Qualities	<p>A commitment to excellence</p> <p>Flexible and approachable manner</p> <p>Strong written and communication skills</p> <p>Good attendance and punctuality record</p>	<p>To have presence and impact in and around the school</p> <p>Understanding of how pupils learn</p> <p>Involvement in the life of schools</p> <p>A desire to fully embrace CPD</p>
Community	Experience of working with parents and the wider community	

Job Description

Main Scale Teacher

Introduction: Job Purpose

The essential quality of the teacher is to provide all pupils with an example which demonstrates the commitment required to achieve the highest possible educational standards within our school.

In particular, the following duties are central to the job:

- Having suitable knowledge and understanding of teaching and learning processes
- Organising and implementing assessment within your classroom
- Monitoring and evaluating standards of pupils' learning and progress
- Managing your class effectively

The specific tasks referred to in this job description may be delegated as appropriate.

The salary is reviewed annually and determined according to the School Teachers' Pay and Conditions Document (DFEE). The duties are in accordance with this document. The main areas of responsibility are specified below.

Teaching and Learning

- Planning and preparing courses and lessons, feeding back on pupils' work
- Assessing, recording and reporting on the development, progress and attainment of pupils
- Preparing pupils for public examinations as age appropriate and reporting and interpreting results
- Participating in meetings arranged for all the above
- Leading a subject – being responsible for its development and monitoring its implementation and impact

Professional Development, Improvement and Review

- Reviewing teaching methods and programmes of work
- Participating in arrangements for training and continuing professional development
- Participating in staff meetings which relate to the curriculum

Management and Administration

- Co-coordinating and managing your work as a class teacher
- Contribute to the review, development and management of the curriculum and assessment, including the School Development Plan and working towards our school aims

- Ensure all pupil data is held centrally and is used effectively to improve outcomes
- Ensuring the effective and efficient internal transfer of pupil data for your teaching groups
- Working in either school within the Federation dependent on where you are based and working with your colleagues as a wider team across both schools

Enrichment

- Contributing to or leading trips and visits and any other enrichment opportunities
- Running an after-school club for at least part of the school year
- Supporting both schools at extra-curricular and community events

General Administration

- Providing other staff with relevant information about class, to help their planning and ensure staff have high expectations of pupils
- Ensuring the role of the class teacher is carried out, as stated within the Staff Handbook

Specific Duties and Responsibilities

- Monitoring and working collaboratively towards the objectives and tasks identified within the School Development Plan
- Liaising with colleagues in other schools where necessary
- Interpreting comparative data regarding pupil performance
- Take responsibility for your own professional development, keeping abreast of subject developments and reviews, locally and nationally
- Contribution to the whole-school ethos, with due regard to wider professional effectiveness
- Supporting the Federation between Caddington and Slip End Schools, collaborating with colleagues as required