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**JOB DESCRIPTION & PERSON SPECIFICATION**

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| **SCHOOL:** | Northcott School and Sixth Form |  |
| **JOB TITLE:** | Primary Classroom Teacher | **GRADE**: MPR + SEN point |
| **REPORTING TO:** | Headteacher | **DATE UPDATED:**  September 25 |

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| **DIGNITY AT WORK:** To show, at all times, a personal commitment to treating all stakeholders/customers and colleagues in a fair and respectful way, which gives positive regard to people’s differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone. | |
| **PURPOSE:** To facilitate and encourage learning which enables students to achieve high standards; to share and support the corporate responsibility for the well-being, education and discipline of all students.  The Job Description should be read alongside the range of professional duties of Teachers as set out in the School Teachers’ Pay and Conditions Document. The postholder will be expected to undertake duties in line with the professional standards for qualified teachers. | |
| **PRINCIPAL ACCOUNTABILITIES:** Main Tasks/ Duties/ Responsibilities. | |
|  | **Teaching and Managing Pupil Learning**   * Ensure effective teaching of whole classes, groups and individuals so that teaching objectives are met, momentum and challenge are maintained, and best use is made of teaching time. * Use teaching methods which keep pupils engaged, including stimulating pupils’ intellectual curiosity, effective questioning and response, clear presentation and good use of resources. * Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships.   **Planning and Setting Expectations/Pupil Achievement**   * Identify clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the pupils being taught. * Set appropriate and demanding expectations for pupils’ learning and motivation. Set clear targets for pupils' learning, building on prior attainment. * Identify pupils who have special educational needs and know where to get help to give positive and targeted support. Implement and keep records on Individual Education Plans (IEPs).   **Assessment and Evaluation**   * Assess how well learning objectives have been achieved and use this assessment for future teaching. * Mark and monitor pupils’ class and homework providing constructive oral and written feedback, setting targets for pupils’ progress. * When applicable, understand the demands expected of pupils in relation to the National Curriculum at Key Stages 1, 2, 3 and the Foundation Stage.   **Additional Duties**   * Participate in the leading of, or lead, a specific curriculum area/ area of responsibility within the school. * Play a leading role in reviewing policy for the teaching of a curriculum area/area of responsibility. * Contribute to the production of the School Improvement Plan as appropriate. * Audit or assist with an audit of, existing resources for a curriculum area/ area of responsibility and offer advice on and co-ordinate the acquisition of new materials. * Represent the school in local cluster groups and liaise with secondary schools concerning a curriculum area/ area of responsibility * Liaise with other co-ordinators and senior management within the school and across the MAT on curriculum planning to ensure a balanced and coherent curriculum is delivered.   **Relationship with Parents and the Wider community**   * Prepare and present informative reports to parents. * Provide opportunities to develop pupils' understanding by relating their learning to real and work-related examples, recognising that learning takes place outside the school context. * Liaise with agencies responsible for pupils' welfare.   **Manage Own Performance and Development**   * Take responsibility for their own professional development and to keep up to date with research and developments in pedagogy and in the subjects they teach. * Share corporate responsibility for the implementation of school policies and practices. * Set a good example to the pupils they teach in their presentation and their personal conduct. * Evaluate their own teaching critically and use this to improve their effectiveness.   **Managing and Developing Staff and Other Adults**   * Establish effective working relationships with professional colleagues including, where applicable, associate staff. * Taking such part as may be required by the Headteacher in the review, development and management of activities relating to a specific subject (s) area across the school/organisation. * Advise and co-operate with the Headteacher and other teachers across the school/organisation on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment.   **Managing Resources**   * Select and make good use of textbooks, ICT and other learning resources which enable teaching objectives to be met. |
|  | **General duties:**   * To share in the corporate responsibility for the well-being and discipline of   all pupils.   * To maintain positive relationships with the parents and carers of the children. * To take a full role in the wider life of the school. * Demonstrate an active contribution to the policies and aspirations of the school. * To be responsible for your own safety and that of others. * Demonstrate commitment to, and responsibility for, own professional development. * Demonstrate knowledge and understanding and take account of wider curriculum developments which are relevant to their work. * To promote and safeguard the welfare of children and young persons in   accordance with Safeguarding Children in Education under the provisions of the Education Act 2002 Section 175 |

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| **GENERAL:** | |
| 1. | The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. |
| 2. | The above duties may involve having access to information of a confidential nature, which may be covered by the Data Protection Act. Confidentiality must be maintained at all times. |
| 3. | The postholder must be flexible to ensure the operational needs of the school are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the school. |
| 4. | To promote the Equal Opportunity Employment Policy. |
| 5. | The Health and Safety at Work etc. Act (1974) and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the postholder’s responsibility to take reasonable care for the Health, Safety and Welfare of themself and other employees in accordance with legislation and the Safety Policy and Programme. Specific details are outlined in the Safety Policy. |
| 6. | Where the postholder is disabled, every effort will be made to supply all the necessary employment aids, equipment or adaptations to enable them to perform the full duties of the job. If, however, a certain task proves to be unachievable then job redesign will be given full consideration. |

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| **DIMENSIONS:** |
| **1. Responsibility for Staff:**   * To support Teaching Assistants who may be assigned to the teaching group.   **2. Responsibility for Customers/Clients:**   * To share corporate responsibility for the well-being and discipline of all pupils. * To maintain positive relationships with parents and carers of the children. * To be responsible for your own safety and that of others.   **3. Responsibility for Budgets:**   * Help ensure expenditure is targeted and spent appropriately to support any priorities.   **4. Responsibility for Physical Resources:**   * Monitor and oversee resources |
| **WORKING RELATIONSHIPS:** |
| **1. Within Service Area/Section:**  Ability to establish good professional relationships and effective working relationships with a range of partners colleagues and pupils at a variety of levels.  **2. With Any Other Schools**  Collaborate with other agencies in providing for the educational, intellectual, spiritual, moral, social and cultural wellbeing of the students and their families  **3. With External Bodies to the School**  Collaborate with other agencies in providing for the educational, intellectual, spiritual, moral, social and cultural wellbeing of the students and their families |

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|  | ***Tick relevant level for each category*** | | | | | |  |
| **Not applicable** | **Low** | **Moderate** | **High** | **Very High** | **Intense** | **Supporting Information**  **(if applicable)** |
| **PHYSICAL DEMANDS:**  Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment). |  |  | √ |  |  |  | Some personal care and positive handling may be needed. Staff ae fully trained to do this. |
| **WORKING CONDITIONS:**  Working Conditions **–** (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment). |  | √ |  |  |  |  |  |
| **EMOTIONAL DEMANDS:**  Exposure to objectionable situations over and above that normally incurred in a day to day office environment. |  |  |  | √ |  |  | All pupils have EHCP with moderate to significant learning difficulties, linked or ASD or SLCN |

| **PERSON SPECIFICATION** | | | **Tick relevant column** | | **List code/s\*** |
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| **The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.**  *\*Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring CRB’s), T = Test/Assessment, P = Presentation* | | | **Essential** | **Desirable** | **How identified** |
| **1.** | **Qualifications:** | | | | |
| Qualified teacher status | | **√** |  | AF/CQ |
| Further relevant professional development | |  | **√** | AF/I |
|  | Safeguarding level 1 | |  | **√** | AF |
| **2.** | **Relevant Experience:** | | | | |
| A track record of consistently good/outstanding classroom practice | | **√** |  | AF/R/P/T |
| Experienced Primary teacher, secure understanding of SEN | | **√** |  | AF/I/R |
| Relevant experience of holding an area of responsibility within a primary school, such as phonics | |  | **√** | AF/I |
|  | Successful experience of working across key stages 1 and or 2 | | **√** |  | AF/I |
| Experience of working with parents and the wider community to enhance the learning process | |  | **√** | AF/I |
| Experience of working with therapists and other external professionals | |  | **√** |  |
| Understanding of schools in areas of high social deprivation | | **√** |  | AF/I |
| **3.** | **Skills (including thinking challenge/mental demands):** | | | | |
| Motivation to work with children and young people with SEN | | **√** |  | AF/1 |
| Ability to form and maintain appropriate relationships and personal boundaries with children and young people. | | **√** |  | I/R |
| An ability to inspire, motivate, challenge and support others through planning and delivering a creative curriculum | | **√** |  | I/R |
| Excellent teaching skills, including an ability to encourage children to use cooperative learning strategies to improve interaction and communication | | **√** |  | AF/P/R/T |
| Ability to use a range of data to identify strengths and areas for improvement. | |  | **√** | AF |
|  | Willingness to run or support an after-school club at some point in the year | |  | **√** | AF/I/R |
|  | Ability to work collaboratively as part of a team. | | **√** |  | I/R |
|  | Knowledge and understanding of ICT, devices and apps which can support education | |  | **√** | I/R |
| **4.** | **Knowledge:** | | | | |
| A knowledge and commitment to safeguarding and promoting the welfare of children. | | **√** |  | AF/I/R |
| Knowledge and understanding of current educational development | | **√** |  | AF/I |
| Knowledge of Assessment for Learning and effective target setting | | **√** |  | AF/I |
| Understanding of the processes to raise standards and promote progress | | **√** |  | AF/I |
| Understanding of legislation around SEN and annual review process | |  | **√** | AF/1 |
| Understanding of the way children learn and different teaching methods | | **√** |  | I |
| Knowledge and understanding of the KS1 & KS2 curriculum | | **√** |  | AF/I |
| Understanding of and a commitment to developing links between home, school and the community. | | **√** |  | AF/I |
|  | Understanding of and commitment to equality of opportunity | | **√** |  | AF/I |
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| **5.** | **Interpersonal/Communication Skills:**  **Verbal Skills** | | | | |
| Enthusiasm and motivation | | **√** |  | I |
| Personal vision of education | | **√** |  | AF/I |
| Willingness to take part in the broader life of the school | | **√** |  | I/R |
| Willingness to offer extracurricular activities | | **√** |  | I/R |
| **Written Skills** | | | | |
| Good quality written communication skills – the ability to write for a variety of audiences | | **√** |  | AF |
| **6.** | **Other:** | |  |  |  |
| Desire to work at Northcott | | **√** |  | I |
| Commitment to providing excellent service to the school and governing body | | **√** |  | AF/I |
| **7.** | | **Additional Requirements:** | | | |
| none |  | N/A |  |
| **8.** | | **Disclosure of Criminal Record:** | | | |
| The successful candidate’s appointment will be subject to the school obtaining a satisfactory Enhanced Disclosure & Barring List from the Disclosure & Barring Service (DBS)\* | **√** | N/A | DBS Disclosure |
| If the postholder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record. | **√** | N/A | AF(after short listing) |
| If the postholder does not require a DBS disclosure the candidate is required to declare unspent convictions only. |  | N/A | AF(after short listing) |

Signed: ……………………………………………………………………………….

Printed: ……………………………………………………………………………….

Dated: ……………………………………

**DISCLOSURE OF CRIMINAL RECORD**

**Information Sheet**

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| **Level of Disclosure For Post** | **What Information the School Requires** |
| ***Declaration of unspent convictions*** | If you have a criminal record, you are required to provide, with your job application form, details of anything on your record which is unspent**1** under the Rehabilitation of Offenders Act. |
| Basic | You are required to provide, with your job application form, details of any unspent convictions. You are also required to provide the school with details of any prosecutions pending.  If you are offered the post, this will be subject to you receiving a satisfactory Basic Disclosure from Disclosure Scotland. As the school do not receive a copy of a Basic Disclosure you will be required to present the disclosure to the Recruitment Team. |
| Standard Disclosure | You are required to provide, with your job application form, full details of everything on your criminal record, including details of all spent1 convictions. You are also required to provide the school with details of any prosecutions pending  If you are offered the post, this will be subject to the schoolobtaining a satisfactory**3** Standard Disclosure from the Disclosure & Barring Service (DBS)**4**. The DBS will also send you a copy of the Disclosure. This will give details of everything on your criminal record, including cautions, reprimands and final warnings, as well as convictions. |
| Enhanced Disclosure | You are required to provide, with your job application form, full details of everything on your criminal record, including details of all spent1 convictions. You are also required to provide the Academy with details of any prosecutions pending.  If you are offered the post, this will be subject to the school obtaining a satisfactory3 Enhanced Disclosure from the Disclosure & Barring Service (DBS)4. The DBS will also send you a copy of the Disclosure. This will give details of everything on your criminal record, including cautions, reprimands, final warnings, convictions and any other information held by the police which is relevant to the position you have applied for. |
| Enhanced Disclosure & Barring List Check | You are required to provide, with your job application form, full details of everything on your criminal record, including details of all spent1 convictions. You are also required to provide the school with details of any prosecutions pending. A check will be made of the relevant government barred lists (children and/or adults).  If you are offered the post, this will be subject to the school obtaining a satisfactory3 Enhanced Disclosure from the Disclosure & Barring Service (DBS)4. The DBS will also send you a copy of the Disclosure. This will give details of everything on your criminal record, including cautions, reprimands, final warnings, convictions and any other information held by the police which is relevant to the position you have applied for. |

**Notes:**

**1** The table at the end of this information sheet gives details of what is meant by "spent" and "unspent". If you are still unclear as to what information you should provide, please contact Employee Services for advice

**2** If a person is convicted of an offence against a child and a qualifying sentence is imposed by a senior court in respect of the conviction, the court must order the individual to be disqualified from working with children, unless, given all the circumstances, the court is satisfied that it is unlikely that the individual will commit any further offence against a child.

The same applies to charges/convictions for equivalent armed forces offences.

The school must not knowingly offer work in a regulated position to anyone who is the subject of a Disqualification Order. It is also illegal for anyone who is the subject of a Disqualification Order to apply for work in a regulated position.

3 In this context, "satisfactory" means containing no offences relevant to the post, which would render you unsuitable

4 The Disclosure & Barring Service (DBS) is a Government agency which handles the Disclosure Service through which criminal record information can be checked by potential employers and other organisations. Further details about the DBS, including their Code of Practice, are available from their website at [www.DBS.gov.uk](http://www.crb.gov.uk) or from: DBS, PO Box 91,Liverpool L69 2UH.

##### *Government Department Lists*

The DBS’s Standard Disclosure and Enhanced Disclosure include, where relevant, a check against Government Department lists of people unsuitable for work with children and vulnerable adults e.g. Department for Education and Skills' List 99 or Department of Health's Protection of Children Act List (PoCAL)

**Obtaining A DBS Disclosure**

If you are offered the post, the Employee Services Recruitment team will let you know what needs to be done.

If a Standard or Enhanced Disclosure is required, you will be asked to sign a DBS Disclosure application form and to provide verification of your identity. You will receive a copy of the information the DBS discloses to the school.

**Costs**

The DBS charges a fee for each Disclosure. Where the Disclosure is required by the school the school will pay the fee.

**SPENT/UNSPENT CONVICTIONS -REHABILITATION PERIODS**

The following sentences become spent after fixed periods from the date of the conviction (not the completion of the punishment).

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| **Sentence[[1]](#footnote-1)** | **Rehabilitation Period**  People aged 17 or under when convicted | **Rehabilitation Period**  People aged 18 or over when convicted |
| Prison sentences[[2]](#footnote-2) of 6 months or less | 3½ years | 7 years |
| Prison sentences of more than 6 months to 2½ years | 5 years | 10 years |
| Borstal (abolished in 1983) | 7 years | 7 years |
| Detention Centres (abolished in 1988) | 3 years | 3 years |
| Fines, compensation, probation[[3]](#footnote-3), community service/community punishment orders, combination orders[[4]](#footnote-4), action plan, drug treatment and testing and reparation orders | 2½ years | 5 years |
| Absolute discharge | 6 months | 6 months |
| The Crime and Disorder Act 1998 introduced a new custodial sentence for young people with different rehabilitation periods: | | |
| **Sentence** | **Rehabilitation Period**  People aged 12,13 or 14 when convicted | **Rehabilitation Period**  People aged 15,16 or 17 when convicted |
| Detention and training order of 6 months or less | 1 year after the order expires | 3½ years |
| Detention and training order of more than 6 months | 1 year after the order expires | 5 years |
| With some sentences the rehabilitation period varies: | | |
| **Sentence** | **Rehabilitation period** | |
| Probation[[5]](#footnote-5), supervision, care order, conditional discharge and bind-over | 1 year or until the order expires (whichever is longer) | |
| Secure training (abolished in 2000) and attendance centre orders | 1 year after the order expires | |
| Hospital order (with or without a restriction order) | 5 years or 2 years after the order expires (whichever is longer) | |
| Referral order | Once the order expires | |

1. Cautions, reprimands and final warnings become spent immediately [↑](#footnote-ref-1)
2. Including suspended sentences, youth custody and detention in a young offender institution [↑](#footnote-ref-2)
3. For people convicted on or after 3.2.95. Probation orders are now called community rehabilitation orders [↑](#footnote-ref-3)
4. Combination orders now called community punishment and rehabilitation orders [↑](#footnote-ref-4)
5. For people convicted before 3.2.95 [↑](#footnote-ref-5)