

MANLEY PARK PRIMARY SCHOOL

Class Teacher

Main Scale appointment

Job description

Accountable to: Headteacher, Senior Leadership Team including Phase Leader and Governors

Main Duties

The duties you will be required to perform are those, which are consistent with your conditions of service and the teacher standards.

These will include the ability: -

- To provide a well-managed, stimulating and effective learning environment both in and out of the building.
- To plan programmes of work appropriate to the needs, experience and knowledge of the children within the whole class.
- To lead, develop and co-ordinate the work of the support staff.
- To carrying out any necessary marking, assessment, monitoring and recording of children's work.
- To analyse assessment data including joint workings with other staff and write learning plans/set targets for improvement in order to raise standards.
- To provide continuity in planning, assessment, recording and reporting.
- To ensure that resources are organised effectively and systematically so that effective usage can be made of them at all times.
- To work as part of an effective team to ensure the phase works within the remit of the School Development Plan.
- To ensure that school policies are implemented at all times.
- To encourage a caring atmosphere in which children and teachers work cooperatively and effectively.
- To promote and sustain good working relationships and communication within the whole school community.
- To support the development of all colleagues.
- To positively promote parental involvement and encourage parents as partners in their children's education.
- To positively promote the school policy of inclusion for all.
- To actively participate in research.
- To promote outdoor learning wherever possible.
- To participate in professional development initiatives and implement good practice.
- The post holder should be flexible and accept the value of re-defining his/her duties and responsibilities by mutual consent with the Headteacher.

Equal Opportunities

The post holder must carry out his/her duties with full regard to the City Council's Equal Opportunities Policy.

This post is subject to an enhanced DBS clearance.

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Person Specification

Pay Range: Appropriate to the number of years' experience

Note to applicants:

Listed below are the minimum requirements, which are necessary for the post. In your application, please address each of the areas marked, giving details of your experience together with examples of how you have undertaken tasks, which illustrate clearly that you have the relevant experience, abilities, skills, knowledge and commitment for the post.

	Minimum Essential Requirements	Method of Assessment
1	Training, Qualifications, Experience	
1.1	Recognised Teaching Qualification	Application
1.2	To have successful teaching experience for the appropriate age group	Application
1.3	To have a successful record of involvement in school improvement	Application / Interview
1.4	To have attended recent, relevant courses or pursued other forms of professional development	Application
2	Abilities and Skills	
2.1	The ability to provide a well organised and stimulating learning environment within the classroom	Application
2.2	The ability to plan, deliver and evaluate a learning programme for the children which takes into account the needs, aptitudes and stage development of all the pupils.	Application / Interview
2.3	The ability to be self directed and capable of working on own initiative and as part of a team	Application / Interview
2.4	The ability to prioritise, plan and organise	Application / Interview
2.5	The ability to manage competing demands and set achievable targets and evaluate progress	Application / Interview
2.6	The ability to communicate effectively in written, oral and in the use of multi-media technology	Application / Interview
2.7	The ability to communicate, engage and work with parents/carers to build positive, supportive relationships and ensure good lines of communication are in place	Application / Interview
3	Special Knowledge	
3.1	To have knowledge of systems for recording, tracking and analysing pupil attainment	Application / Interview
3.2	Have a clear understanding of assessment procedures and practice	Application / Interview
3.3	Awareness and understanding of the various cultures	Application / Interview

	represented in urban areas	
3.4	Awareness and understanding of the principles of equal opportunities	Application / Interview
3.5	Knowledge of effective teaching and learning strategies and practice in the use of positive behaviour management	Application / Interview
3.6	Awareness of Health and Safety issues and their implementation in the work place.	Application