

Teacher Job Description and Person Specification

Job Summary

Salary: MPS -UPS (+TLR3 for two years for suitably qualified curriculum leader)

Hours: FTE 1.0

School: Willow Wood Infant and Junior School

Contract Type: Permanent

Reporting to: Headteacher

Responsible for: Class teacher KS2 (Curriculum Leadership Responsibility)

Role Introduction: The successful candidate will have strong curriculum knowledge and a proven ability to raise pupil achievement. They will be an excellent classroom practitioner who supports the development of others and contributes to whole-school leadership. A commitment to professional growth, collaboration, and driving key school initiatives is essential.

Job Description

| Main Responsibilities | |
|---------------------------------|---|
| Teaching and Learning | <ul style="list-style-type: none"> ➤ Lead the planning, preparation, and delivery of high-quality, engaging lessons aligned with the National Curriculum. ➤ Lead or contribute to CPD sessions focused on improving teaching and learning. ➤ Adapt teaching strategies to meet the diverse needs of all learners. ➤ Monitor and evaluate pupil progress with the ability to provide feedback to pupils, parents, and senior leaders. ➤ Set high expectations for behaviour, learning, and achievement. |
| Inclusion | <ul style="list-style-type: none"> ➤ Foster a positive, inclusive, and respectful classroom culture and promote pupils' personal, social, and emotional development. ➤ Support pupils with additional needs by working closely with SENCO and external agencies. ➤ Promote inclusive classroom strategies and support staff in adapting provision. |
| Behaviour Management | <ul style="list-style-type: none"> ➤ Help foster a respectful, inclusive, and safe learning environment across the school. ➤ Support initiatives that promote pupil wellbeing, positive relationships, and restorative approaches ➤ Maintain a positive and productive learning environment. ➤ Encourage high standards of behaviour and engagement through positive reinforcement and clear expectations. |
| Safeguarding and Welfare | <ul style="list-style-type: none"> ➤ Safeguard pupils' welfare in line with school policies and procedures. ➤ Ensure the safety and well-being of all children in line with safeguarding policies. ➤ Implement appropriate health and safety standards in the learning environment. |

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| Leadership | <ul style="list-style-type: none"> ➤ Contribute to the development and delivery of the School Improvement Plan and other strategic priorities. ➤ Lead on specific whole-school initiatives, curriculum areas, or key stages ➤ Communicate effectively with senior leaders, governors, and external stakeholders. ➤ Promote a culture of shared responsibility, mutual support, and effective teamwork. ➤ Leadership of the curriculum across all key stages |
| Professional Development | <p>Engage in continuous professional development (CPD) to enhance teaching skills, stay updated with educational best practices, and contribute to school improvement. Key responsibilities include:</p> <ul style="list-style-type: none"> • Ongoing Training & CPD • Reflect & Improve Practice • Research & Innovation • Collaboration & Mentoring • Professional Growth & Leadership |

Safeguarding: Concordia Multi Academy Trust is dedicated to safeguarding and promoting the welfare and safety of pupils. Successful applicants will be subject to rigorous vetting procedures, including:

1. Enhanced DBS Check with Barred List Check
2. Qualification Verification
3. Teaching Regulation Agency (TRA).
4. Satisfactory References
5. Online/Social Media Check

Please note that this job description is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks, and the post holder may be required to do other duties appropriate to the level of the role, as directed by the Head teacher.

Person Specification - Essential

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|------------------------------------|---|
| Qualifications and Training | Qualified Teacher Status |
| Experience | <p>Teaching Experience – Proven experience of teaching in a primary school setting.</p> <p>Curriculum Delivery – Experience of planning, delivering, and assessing lessons in line with the National Curriculum.</p> <p>Classroom & Behaviour Management – Ability to establish a safe and engaging learning environment with effective behaviour management strategies.</p> <p>Assessment & Progress Tracking – Experience in using a range of assessment methods to monitor and support pupil progress.</p> <p>Parental Engagement – Experience of communicating with parents and carers to support pupils' learning and well-being.</p> <p>Team Collaboration – Experience of working collaboratively with colleagues, support staff, and external agencies.</p> <p>Safeguarding Awareness – Knowledge and experience of implementing safeguarding policies and procedures.</p> |
| Skills and Knowledge | <p>Curriculum Knowledge – A strong understanding of the National Curriculum and how to deliver it effectively.</p> <p>Lesson Planning & Delivery – Ability to plan, structure, and deliver engaging and differentiated lessons to meet the needs of all learners.</p> <p>Safeguarding & Child Protection – A thorough understanding of safeguarding policies, procedures, and responsibilities, including the role of the Designated Safeguarding Lead (DSL) and how to report concerns.</p> <p>SEND & Inclusion – Understanding of Special Educational Needs and Disabilities (SEND) and how to adapt teaching to support pupils with additional needs, including EHCPs (Education, Health, and Care Plans).</p> <p>Strong Communication Skills – Ability to effectively communicate with pupils, parents, colleagues, and external professionals both verbally and in writing.</p> <p>Resilience & Adaptability – Ability to remain positive and professional while managing workload, changing priorities, and unexpected challenges in a fast-paced school environment.</p> <p>ICT & Digital Literacy – Confident in using technology to enhance teaching and learning (e.g., interactive whiteboards, online learning platforms, educational software).</p> |
| Personal Qualities | <p>Passionate and Enthusiastic – A genuine love for teaching and inspiring young minds, with a commitment to helping pupils reach their full potential.</p> <p>Caring and Nurturing – A warm, approachable, and supportive attitude that fosters a safe and inclusive learning environment.</p> <p>Patient and Resilient – The ability to remain calm, composed, and solution-focused when facing challenges in the classroom.</p> |

Person Specification - Desirable

Proven track record of curriculum leadership.

Proven ability to support and drive pupil progress.

Evidence of accelerated progress within teaching and learning

Ability to model and support colleagues to enhance curriculum delivery.

Experience of working across key stages or in multiple educational settings

Knowledge of emerging trends in education and curriculum development

NPQ or further leadership qualification