



**SIR JOHN NELTHORPE SCHOOL**

*A Community Empowered*

RESPECT - RESILIENCE - INTEGRITY

## JOB DESCRIPTION AND PERSON SPECIFICATION

|                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                                                                       | Teacher                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Post Number</b>                                                                     | S4501010                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Scale</b>                                                                           | Main Scale                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Purpose of Role</b>                                                                 | <ul style="list-style-type: none"><li>• To carry out the duties of a School Teacher, as set out in the current Schoolteachers' Pay and Conditions Document.</li><li>• To promote the ethos of the School</li><li>• To secure high quality pupil outcomes within the designated curriculum area.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Line Manager</b>                                                                    | Leader of Curriculum Area                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Main Duties and Responsibilities</b>                                                | <ul style="list-style-type: none"><li>• To maintain good standards of planning, preparation and assessment</li><li>• To ensure that personal standards of teaching are consistently high</li><li>• To make full use of assessment data to produce personal pupil targets and ensure these are reviewed on a regular basis</li><li>• To comply with the whole school assessment and reporting procedures</li><li>• To produce schemes of work, as appropriate</li><li>• To play a full and active role within the area</li><li>• To keep abreast of new initiatives by embracing professional development.</li><li>• To undertake rigorous performance management on an annual basis</li><li>• To undertake the duties of a form tutor</li><li>• To comply with all whole school policies and procedures</li></ul> |
| <b>Finance and Resources</b><br><br><b>Supervision</b><br><br><b>Health and Safety</b> | <ul style="list-style-type: none"><li>• Management of physical resources within the designated area, as agreed with the line manager.</li><li>• Supervises and monitors the quality and quantity of the day to day work of any teaching assistants/ITT Students working within the classroom.</li><li>• Health and Safety – the post holder must carry out his/her duties with full regard to the School's Health and Safety procedures.</li></ul>                                                                                                                                                                                                                                                                                                                                                                |
| <b>Core Competencies</b>                                                               | National Standards                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |



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| Person specification<br>How measured during the recruitment process:<br>A = Application Form, R = Reference, I = Interview, T=Task, P = Presentation |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                      | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Desirable                                                                                                                                                  |
| <b>Skills</b>                                                                                                                                        | <ul style="list-style-type: none"> <li>Qualified Teacher status. (A)</li> <li>To carry out your duties and responsibilities in accordance with the National Standards (A, I, R)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <ul style="list-style-type: none"> <li>More than one previous school. (A)</li> <li>Budget management (I)</li> </ul>                                        |
|                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                            |
| <b>Knowledge and Understanding</b>                                                                                                                   | <ul style="list-style-type: none"> <li>Knowledge of DfE Procedures (A, I)</li> <li>Knowledge of School Policies and Procedures (A, I)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>Finance &amp; Personnel issues (A,I)</li> <li>Health and Safety issues (A,I)</li> <li>Special Needs(A,I)</li> </ul> |
| <b>Experience</b><br><br><b>Qualifications</b><br><br><b>Working Arrangements</b>                                                                    | <p><b>It is essential that the post holder:</b></p> <ul style="list-style-type: none"> <li>Qualified Teacher Status (A)</li> <li>Recent and relevant long or short course experience (A)</li> <li>Exemplary attendance record (A, R)</li> </ul> <p><b>Is committed to:</b></p> <ul style="list-style-type: none"> <li>Raising attainment for ALL pupils (A, I)</li> <li>Rigorous performance management (A, I)</li> <li>Professional development of ALL staff (A, I)</li> <li>Embracing and actioning change (A, I)</li> </ul> <p>Meet requirements of Disclosure and Barring Service</p> <p><b>It is desirable that the postholder:</b></p> <ul style="list-style-type: none"> <li>Recognised degree</li> </ul> |                                                                                                                                                            |
| <b>Other Duties</b>                                                                                                                                  | <p>The duties and responsibilities in this job description are not restrictive and the postholder may be required to undertake any other duties which may be required from time to time. Any such duties should not however substantially change the general character of the post.</p>                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                            |