



Kingshurst Primary School

Job Description – Unqualified Teacher

(Salary – Unqualified Range) (Permanent)

The appointment is subject to the conditions of employment for Class Teachers' contained in the current School Teachers Pay and Conditions Document.

Responsible to the Headteacher and Senior Leadership Team.

Responsible for the direction of learning support staff, students and volunteer helpers within your class.

Areas of Responsibility and Key Tasks

Planning Teaching and Class Management

Teach allocated pupils by planning their teaching to achieve progression of learning through:

- Identifying clear learning objectives and specifying how they will be taught and assessed;
- Planning activities which challenge and engage pupils and ensure high levels of interest;
- Setting clear targets, building on prior attainment;
- Setting appropriate and demanding expectations;
- Identifying and planning for the needs of SEN or very able pupils;
- Providing a clear framework for lessons that makes effective use of time and maintains pace, motivation and challenge;
- Encouraging pupil to think and talk about their learning, develop self-control and independence, concentrate and persevere and listen attentively;
- Making effective use of assessment information and ensure coverage of programmes of study;
- Using a variety of teaching methods to:
 - match approach to content, structure information, present a set of key ideas and use appropriate vocabulary.
 - use effective questioning, listen carefully to pupils, and give attention to errors and misconceptions.
 - select appropriate learning resources and develop study skills through library, ICT, and other sources;
 - Develop secure characteristics of learning
- Ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the area taught.
- Reflecting and evaluating your teaching critically to improve effectiveness.
- Ensuring the effective deployment of classroom support.
- Maintaining discipline in accordance with the school's procedures and encouraging good practice with regards to punctuality, behaviour and standards
- Taking account of pupils' needs by providing structured learning opportunities which develop the areas of learning identified in national and local policies, particularly literacy and numeracy.
- Using a variety of teaching strategies which involve planned adult intervention, first-hand experience and play and talk as a vehicle for learning.

Monitoring, Assessing, Recording and Reporting

Following agreed school approaches to:

- Assesses how well the areas of learning have been achieved and use them to improve specific aspects of teaching.
- Ensure a direct relationship between – Assessment, Teaching and Learning.
- Assess and record pupils progress systematically and keep tracking records that monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving.
- Plan interventions to target underachievement/specific needs.
- Prepare and present informative reports to parents.

Other Professional Requirements

- Have a working knowledge of teachers' professional duties and legal liabilities.
- Operate at all times within the stated policies and practices of the school.
- Know subject(s) or specialism(s) to enable effective teaching.
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- Endeavour to give every child the opportunity to reach their potential and meet high expectations.
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students.
- Create a classroom learning environment that is a source of excitement and initiation in order for pupils to learn effectively. Use a variety of display techniques to enhance pupils learning.
- Take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
- Take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and events with partner schools.
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school.
- Take responsibility for own professional development and duties in relation to school policies and practices.
- Liaise effectively with parents and governors.

School Ethos

The whole school staff team is expected to work in partnership to realise the school's vision, ethos and values by sharing and participating fully in the life and events of the school.