

JOB DESCRIPTION

NOTE: This job description and person specification conforms to the Shaw Education Trust job evaluation standards and cannot be amended/updated without SET HR approval.

Job Title: Qualified Teacher Primary

Grade: Teachers PayScale

Salary: M1 – U3

Conditions of Service: STPCD

Responsible to: Headteacher

Statement of Purpose

- To ensure high quality teaching, effective use of resources and the highest standards of care, learning and achievement for all pupils.
- Work alongside teaching colleagues, under the direction of the Headteacher, as a lead mentor and coach, ensuring the best possible progress for all children.
- Work to support the aims and ethos of the school and hold the highest professional standards themselves enable the school to develop further throughout periods of change.

Responsibilities:

- To carry out the duties of a Class Teacher as set out in the School Teacher's Pay and Conditions.
- To establish good relationships, encourage good working practices and support the Headteacher and school team.
- Attend assemblies and events and contribute to the preparation of these throughout the year.
- Plan effectively to ensure pupils have the opportunity to meet their potential, recognising and responding to individual needs of pupils including those pupils who require additional support.
- To plan effectively to meet the needs of pupils with Special Educational Needs and in collaboration with the SENDCO, prepare, implement, monitor and review Individual Educational Plans.
- To assess, record and monitor each pupil's progress providing constructive, oral and written feedback.
- To use teaching strategies that keep pupils engaged through effective questioning, lively presentation and excellent use of resources.
- To create a safe and stimulating environment that supports learning and in which pupils feel secure and confident.

- Set high expectations for pupil behaviour, establishing and maintaining good standards of discipline based on mutual respect and personal responsibility.
- Have the knowledge and understanding of the professional duties of teachers and the statutory framework in which you work. E.g. Early Years and Primary.
- Evaluate your own teaching performance critically in order to improve effectiveness.
- Use a variety of teaching methods in order to set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions.
- Demonstrate consistently the positive attitudes, values and behaviour of the school which are expected by pupils.
- Must be aware of pupils' capability and their prior knowledge and plan teaching around these.
- Work with the school leadership team to set targets for improvement across the Key Stage.

Other Activities

- To promote the positive ethos and culture of the school to other staff, Academy Council, parents, children and members of the wider community.
- To contribute to and actively support the overall ethos/work/aims of the school.
- To comply with, support and promote all school policies and procedures, particularly those relating to child protection, equal opportunities, racial equality, health, safety and security, confidentiality, behaviour and data protection.
- To maintain appropriate written records as required.
- To take responsibility for understanding the part that a Class Teacher plays in the progress of the School Improvement planning and contributing to it accordingly.
- Both deliver and undertake professional development within and outside of Shaw Education Trust and Streethay as well as maintaining an awareness of appropriate trends and research relating to the Key Stage area.
- Communicate and co-operate with other agencies to support the educational, development/general progress and well-being of individual pupils and to participate in meetings arranged for any purposes described above.
- To safeguard every pupil's health, safety and well-being in line with school policies.
- To provide reports to parents, pupils, Governors and the Leadership Team with regard to the progress within the Key Stage.
- Comply with and support the implantation of all school and Shaw Education Trust policies and procedures.
- Make a positive contribution to the wider life and ethos of the school.

Personal Responsibilities

- To set an example of positive personal integrity and professionalism with positive and appropriate communications and relationships at all levels.
- Ensure high standards are maintained and progressed in all aspects of work.
- Undertake appropriate professional development and positively participate in performance appraisal.
- Communicate and cooperate effectively and positively with specialists from outside agencies.
- Collaboratively work with other staff and schools within the Shaw Education Trust.
- Attend staff meetings as required.

Note

The job holder will be expected to undertake any other duties which are not specifically listed but are within the remit, responsibility and accountability of the job.

PERSON SPECIFICATION

Minimum Criteria for Two Ticks *	Criteria	Measured by APP/I/ASS
	Qualifications & Skills <ul style="list-style-type: none"> • Degree and qualified Primary Teacher Status. • Specialism in Primary Education (Early Years/Key Stage 1 & 2) • Evidence of recent professional development. • Commitment to further professional development. 	APP/I
	Experience <ul style="list-style-type: none"> • Knowledge of the Early Years Curriculum and some classroom experience. • Experience of supporting SENDCO • Experience of teaching in a primary school setting in particular Early Years. 	APP/I
	Knowledge & Understanding <ul style="list-style-type: none"> • Ability to keep pupils safe, including child protection and forming and maintaining appropriate relationships. • Ability to create and maintain a safe, happy stimulating and well organised classroom and phase. • Ability to undertake high quality observations of young children's learning and development. • Ability to maintain high standards of behaviour and excellent discipline using positive strategies. • Ability to lead other adults as well as work collaboratively as part of a team. • Ability to train, support and challenge others when required. • Ability to communicate effectively both orally and in writing. • Have excellent ICT skills. • Knowledge of the statutory framework for the Early Years Foundation Stage. • Knowledge and understanding of how young children learn best, including through play. • An understanding of the role of parents/carers in improving attainment and experience of working directly with parents/carers. • Knowledge of primary teaching and learning styles. • Understanding of how to differentiate teaching. 	APP/I
	Personal Qualities <ul style="list-style-type: none"> • Passionate about education and particularly determined to improve outcomes for all children. • Creative, receptive and responsive in situations. 	I

	<ul style="list-style-type: none"> • Able to motivate colleagues and children. • Professional presence and welcoming disposition. • Sensitive to the needs of children and ability to provide support where necessary. • Self-motivated and able to work efficiently and effectively with minimum supervision. • Ability to work in partnership with parents /carers, staff, relevant agencies and the local community. 	
	<p>Behavioural Attributes</p> <ul style="list-style-type: none"> • Customer focused. • Has a professional and respectful approach, which demonstrates support and shows mutual respect. • Can demonstrate active listening skills. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders. • Demonstrates a positive attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Is enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. 	APP / I

MEASURED BY KEY:

APP = Application form ASS = Assessment activities I = Formal interview

In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Attitudes to the use of authority and maintaining discipline
- The post holder will be required to have an enhanced DBS check



If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.