

Invicta Primary School

Person Specification & Job Description



Class teacher

Person Specification

1. **Qualification:**
 - Qualified teacher status

2. **Knowledge of:**
 - A broad based primary curriculum
 - The National Curriculum and/or the EYFS Statutory Framework
 - An understanding of Safeguarding Children in Education

3. **Skills**
 - Good ability to effectively plan lessons and learning opportunities, implement and evaluate the curriculum in accordance with the educational needs of all children and the policies of the school and the requirements of the National Curriculum/ EYFS Framework
 - The ability to monitor, assess and record children's learning effectively in accordance with school policies and the requirement of the National Curriculum/EYFS.
 - Ability to use a range of assessment for learning strategies
 - An ability to make links between curriculum subjects and teach key/ cross curricular skills in English and Maths across all subjects.
 - The ability to set up and maintain an attractive, organised and purposeful learning environment which is relevant to the children's needs and supports and challenges their potential.
 - The ability to communicate relevant information effectively to other staff members, parents, governors and other agencies and liaise effectively
 - The ability to utilise appropriate strategies for managing children's behaviour in order to maximise their learning.
 - Excellent ICT Skills, especially the Google Suite and experience of using ICT to support and deliver teaching and learning.
 - A good understanding of inclusion
 - The ability and enthusiasm to take responsibility for a curriculum area after the induction period. (*Not during NQT year*)

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4. Equal Opportunities

- Understanding of and commitment to promote the school's Equality policy and Race Equity Plan as well as the Council's Equal Opportunities Policies and the ability to implement these in the classroom

5. Safeguarding and promoting the welfare of children

- Ability to form and maintain appropriate relationships and personal boundaries with children and young people

6. Personal Qualities

- Ability to work well with colleagues and maintain good relationships with pupils, families and colleagues from outside agencies
- A commitment to personal professional development and supporting the development of a professional learning community within the school
- Excellent self organisational skills
- A commitment to the school anti-racist values
- . A commitment to further your own professional development and to the principle of continuous development.

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Purpose of the Job

To carry out the professional duties of a Main Grade Teacher under the Teacher's Contract (as defined in Part of the recent School Teachers' pay and Conditions document) ensuring the education and welfare of a class/group of pupils having due regard to the school's aims, values and curriculum.

To share in the responsibility for the well being and achievement of all pupils

To promote good relationships with parents and the community

Duties and responsibilities

Teaching

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests
- To promote good behaviour based on the School Behaviour Policy.
- To create an interesting, stimulating and safe learning environment.
- To manage and organise resources appropriately.
- To value and display children's work appropriately.
- To provide equal opportunities for all children.
- To be fully inclusive.
- To carry out duties in line with the school's handbook and policies

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Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach

Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

Professional development

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching, including by engaging with the school's CPD menu
- To participate in regular INSET and meetings in school and in other appropriate venues.
- Where appropriate, take part in the appraisal and professional development of others

Communication

- Communicate effectively with pupils, parents and carers
- To create good, positive relationships with colleagues, pupils, parents and members of the community.
- To promote the school positively and professionally.

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school

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- Develop effective professional relationships with colleagues
- To communicate with outside agencies.

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

Management of staff and resources (*where appropriate*)

- Direct and supervise support staff assigned to them, and where appropriate, other teachers
- Contribute to the recruitment and professional development of other teachers and support staff
- Deploy resources delegated to them

Other

- The teacher will be required to safeguard and promote the welfare of children and young people, and follow school policies, the staff code of conduct and procedures within the school handbook.
- To carry out any other duties as reasonably directed by the Head Teacher.