

Idle C of E Primary School

Job Description and Person Specification



JOB DESCRIPTION

Main Purpose

The post holder is required to carry out the duties of a schoolteacher as set out in the current Schoolteachers' Pay and Conditions Document, and particular duties as may be directed by the Head-teacher.

The details set out below describe the main duties and responsibilities relating to the post, however a document such as this does not permit every item to be specified in detail, nor does it direct the amount of time to be spent on carrying them out, and no part of it can be so construed.



SPECIFIC TEACHING RESPONSIBILITIES

Class Teacher Duties:

- To plan, prepare and teach within the Primary School age range.
- To enthusiastically promote our positive vision and Christian ethos for the school.
- To work within the curriculum and organisational policies of the school.
- To create and maintain an excellent, positive learning environment.
- To work with and manage classroom support staff as part of a team.
- To carry out recording and monitoring of pupils' achievements, and the maintenance of records.
- To carry out risk assessments with ancillary staff as appropriate to specific activities.
- To show a positive response to change and an enthusiasm to take initiative.
- To take an active enthusiastic attitude to appraisal and be accountable for cohort targets.
- To lead a proportion of school assemblies on a rota basis.
- To further develop the aims of the school by following the School Curriculum Plan.
- To appropriately differentiate teaching to meet the needs of all children in the class.
- To liaise with parents and communicate relevant information concerning their children.
- To manage and monitor the homework policy for your class.
- To take additional responsibilities dependent upon the teachers individual career stage, such as subject leadership
- To take responsibility for an extra-curricular activity.
- To attend staff meetings and parent consultation evenings as part of directed time.
- To provide input to subject and curriculum planning and development.
- To be committed to organising and taking pupils on educational visits.
- To take responsibility for the effective delivery of the relevant assessment test for the class.

The specific responsibilities will be reviewed as part of performance management procedures and may be altered to meet the changing needs of the school.



PERSON SPECIFICATION

This Person Specification describes the job requirements on which the short-listing and selection decisions will be based. To be selected for appointment you must be able to show that you meet all the 'essential' requirements for the post. The very best candidates are likely to meet some or all of the 'desirable' criteria. To ensure that the short-listing panel can make a proper assessment of your suitability for the post, please ensure that your application shows how you meet the requirements for the post.



PERSON SPECIFICATION

Key
A – Application
I – Interview and assessment
C – pre-employment checks

Essential

Qualifications

- QTS and degree or equivalent as recognised by the DfE. – A, C
- Strong evidence of continuing professional development and commitment to undertake further training as required – A, I, C

Experience

- Successful teaching experience within the primary age range - A, I
- Experience of continually adapting reflecting on and improving teaching practice to increase pupil engagement, achievement and attainment. - A, I
- Experience of continually adapting teaching and learning in the classroom to respond to pupil needs. - A, I
- Experience of excellent standards in core subjects from primary aged pupils. - A, I

Special Knowledge

- Up to date knowledge of the Primary National Curriculum. - A, I
- Competent ICT skills including IWB skills. - A, I
- Ability to use assessment results and target setting procedures to inform teaching and learning. - A, I
- Knowledge of effective strategies to support pupils with SEND. - A, I
- Knowledge and understanding of safeguarding procedures and legislation. - A, I
- Knowledge and understanding of the principles of equal opportunities. - A, I



Personal Circumstances

- Have experience and understanding of the Christian faith and an active desire to promote the Christian ethos of the school. - A, I
- Flexibility to attend meetings/training out of school hours as negotiated. - A, I
- Legally entitled to work in the U.K. - A, I, C
- (Immigration, Asylum and Nationality Act).
- An enhanced 'Disclosure and Barring Service' check clearance. C
- Will not require time off during term time (save for illness or emergency) - A, I

Skills, Abilities and Attributes

- Enthusiastic, energetic and positive. - A, I
- Committed to continuing professional development. - A, I
- Excellent communication and inter-personal skills. - A, I
- Commitment to collaboration and teamwork. - A, I
- Excellent time management and organisation skills. - A, I
- Effective and systematic behaviour management. - A, I
- Motivated and able to demonstrate initiative. - A, I
- Expecting and facilitating all children to reach their potential irrespective of social background. - A, I
- Ability to manage effectively pupil discipline and have a commitment to a high level of pastoral care. - A, I
- Ability to organise, attend and lead educational visits. - A, I
- A commitment to the safeguarding and welfare of all pupils. - A, I
- Able to keep accurate records. - A, I
- Good standard of written and spoken English. - A, I

Desirable

Qualifications

- Evidence of further educational studies/ training/ qualifications relevant to teaching the National Curriculum and inspiring all pupils - A, I
- Recent relevant in-service training. - A, I



Experience

- Experience of teaching in KS2 - A, I
- Experience of leading a team effectively in or out of school - A, I
- Experience in co-ordination of a curriculum initiative - A, I
- Experience of teaching in a C.E. primary school - A, I
- Experience of subject leadership - A, I

Special Knowledge

- Understanding and experience of the assessment systems and processes at the end of EYFS, KS1 and KS2. - A, I
- Practical experience of working with SEND children. - A, I
- Relevant knowledge and understanding of RE curriculum in a CE Primary School. - A, I

Personal Circumstances

- Have experience of active involvement in church life. - A, I
- Ability to support our extended curriculum e.g. MFL, music or competitive sport skills. - A, I

Skills, Abilities and Attributes

- To have a creative and flexible approach towards working. - A, I
- Ability to lead and model good practice for others. - A, I

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: April 2024

Line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____

