



# ELDWICK PRIMARY SCHOOL

## Job Description & Personnel Specification – Class Teacher

### JOB DESCRIPTION

The following information is provided to assist teaching staff to understand and appreciate the work content of their post and the role they are to play in the school. However, the following points should be noted:

- The post holder is required to carry out the professional duties of a school teacher as set out in the current School Teachers Pay and Conditions Document, and such particular duties which the Head Teacher may reasonably direct from time to time.
- 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 particular amount of time which should be spent in doing so.

### PRINCIPAL RESPONSIBILITIES

- Responsible to the Head Teacher and/or Deputy.
- To teach pupils either in the role of a class teacher or as a support teacher, as may be directed by the Head Teacher.
- Planning and preparing in order to teach, according to educational needs, pupils assigned to them.
- Assessing, recording and reporting on the development, (intellectual, social, emotional and behavioural), progress and attainment of pupils.
- The above work will be carried out according to this schools designated policies.
- Promoting the general progress and well being of all individual pupils within school.
- Communicating, consulting and co-operating with colleagues, parents, support agencies and other relevant bodies and participating in meetings arranged for any of the purposes described above.
- Participating in appraisal reviews linked with professional performance.
- Participating in Continuous Professional Development.



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- Maintaining good order and discipline and safeguarding pupils' health and safety when concerned with both in and out of school activities.
- Participating in all team planning meetings.
- Ensuring that the classroom environment supports current teaching and learning and in designated areas around the school.
- Covering in accordance with Teachers' Pay and Conditions of Service Document.
- Participating in National and school assessment procedures.
- Contributing to the professional development of in-house colleagues.
- Participating in administrative tasks stated in the with Teachers' Pay and Conditions of Service Document.
- Take assembly in accordance with school policy.
- Participating in, and reporting on, any initiatives described within the school improvement plan.
- Ensuring that teaching areas are tidy with drawers labelled, equipment neatly arranged and accessible.
- Ensuring care and replacement of both classroom and central equipment.
- To supervise the work of ancillary/support staff as required.
- To carry out other duties as the Headteacher may reasonably direct from time to time.



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### PERSONNEL SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>Qualifications</b>	DFE recognised teaching qualification. Trained for Primary School.	Excellent teaching outcomes either in training or through classroom observations. Evidence of further study/ courses etc.	Application form Lesson observation
<b>Experience</b>	Experience of good to outstanding teaching either within substantive post or on teaching practice.	Knowledge of Key Stage 1 / 2 SATs and their requirements. Evidence of further INSET. Experience of working in a thematic way.	Application form Interview
<b>Special Knowledge</b>	Knowledge of different teaching and learning strategies. Understanding and interest in how young children learn – or fail to learn. Detailed knowledge of current national initiatives relating to the primary curriculum. Secure understanding of assessment systems and a commitment to move children on effectively. Have secure knowledge of safeguarding and child protection procedures.	Able to offer an area of curriculum expertise and have a willingness to share that with colleagues. Willingness to contribute fully to the life of the school. An understanding of data analysis and the impact it can have on pupil progress. To have completed training on safeguarding and child protection.	Application form Interview Lesson observation References
<b>Practical/Intellectual Skills</b>	A very good classroom practitioner who aspires to excellence. Good communication skills at all levels. Good ICT skills. Ability to manage time well and use initiative to solve problems. Experience of managing support staff. High expectations of pupil learning, behaviour and attainment.	Experience of other skills and experiences, which enhance the bank of teaching skills.	Application form Interview Lesson observation References



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<b>Disposition and Attitude</b>	A team player who is keen to be involved in whole school development. Unapologetic high expectations for themselves and their pupils. An enthusiasm for learning. A sense of humour. Positive attitude and good interpersonal skills. Ability to be flexible and adaptable.		Application form Interview References
<b>Personal Circumstances</b>	Good health record. Although we are keen to maintain the work/life balance of all our staff, we do expect staff to have some flexibility for out of hours working and events.		Application form Interview References

Any job offer made at Eldwick Primary School is subject to the receipt of satisfactory references and an enhanced DBS disclosure.

All candidates must accept and commit to the principles underlying the Council's Equal Rights policies and practices.

All candidates must bring copies of their qualifications and proof of identity if called to interview.