

Brocklewood Primary School Classroom Teacher



Job Description & Person Specification

Department: Children & Families

Service: Schools

Grade: Main Pay Spine 1-6 or Upper Threshold 1-3

Post reference number:

1 Job purpose

To teach pupils within the school and to carry out such other associated duties as are reasonably assigned by the Head Teacher.

2 Principal duties and responsibilities

The particular responsibilities attaching to the post of class teacher are as follows:

KEY DUTIES

- To teach according to their educational needs, pupils assigned to him/her in the allocated class.
- To control and oversee the use and storage of books and other teaching materials provided for class usage and to supervise the work of classroom assistant(s) relevant to the allocated class.
- To maintain discipline in accordance with the rules and disciplinary systems of the school
- To contribute to meetings, discussions and management systems necessary to co-ordinate the work of the school as a whole
- To promote equal opportunities within the school and to seek to ensure the implementation of the school's equal opportunities policy.
- To monitor and report to parents on the progress of pupils in the allocated class.
- To assess pupils' achievements and progress in accordance with arrangements agreed within the school.
- To mark class attendance and dinner registers.



TEACHING

- Plan and teach lessons and sequences of lessons to the classes they are assigned to teach within the context of the school's plans, curriculum and schemes of work.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
- Participate in arrangements for preparing pupils for external examinations.

WHOLE SCHOOL ORGANISATION, STRATEGY & DEVELOPMENT

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.
- Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.
- Supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do so.

HEALTH, SAFETY & DISCIPLINE

- Promote the safety and well-being of pupils.
- Maintain good order and discipline among pupils.

MANAGEMENT OF STAFF & RESOURCES

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

PROFESSIONAL DEVELOPMENT

- Participate in arrangements for the appraisal and review of their own performance, and, where appropriate, that of other teachers and support staff.
- Participate in arrangements for their own further training and professional development, and, where appropriate, that of other teachers and support staff including induction.



COMMUNICATION

- Communicate with pupils, parents and carers

WORKING WITH COLLEAGUES & OTHER RELEVANT PROFESSIONALS

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

This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer. The responsibility level of any other duties should not exceed those outlined above.

Numbers and grades of any staff supervised by the post holder: none

Person specification



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Service: Schools

Section: Brocklewood Primary School

Grade:

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Areas of responsibility	Requirements	Measurement				
		P	A	T	I	D
Qualifications	<ul style="list-style-type: none"> Qualified teacher status Evidence of continuous professional development. 		✓		✓	
Knowledge	<ul style="list-style-type: none"> Understanding of the Primary curriculum. Effective ways of monitoring, assessment, recording and reporting of children's progress. The theory and practice of providing effectively for the individual needs of all children. The importance of safeguarding and the need to follow policies and procedures. 		✓		✓	
			✓		✓	



<p>Skills/Abilities Interpersonal</p>	<ul style="list-style-type: none"> • A strong team member • The ability to develop positive relationships with children, parents, colleagues and other adults. • The ability to communicate effectively to a variety of audiences. • Organised and resourceful. 		<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ 		<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ 	
<p>Skills/Abilities Other</p>	<ul style="list-style-type: none"> • Excellent teaching skills • Excellent behaviour management skills • Willingness to work across the 3-11 age range. • The ability to create a happy, challenging and effective learning environment. • The ability to provide quality provision to meet the needs of children at different stages in their development. • The ability to plan, prioritise and evaluate the development of an area of the curriculum as part of the school improvement cycle would be an advantage. • Ability to use resources and materials including ICT packages that support pupils' learning. 		<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ 		<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	
<p>Relevant experience</p>	<ul style="list-style-type: none"> • Experience of working with children and young people. • Experience of teaching in a City school would be an advantage. • Experience of teaching in Foundation Stage, Key Stage 1 or Key Stage 2. 		<ul style="list-style-type: none"> ✓ ✓ 		<ul style="list-style-type: none"> ✓ ✓ 	



			✓		✓	
Work to promote mutual respect and good relations	<ul style="list-style-type: none"> • Commitment to inclusive education. • The desire to create a working culture which values creativity and openness and is sensitive to need. • Commitment to the pursuit of equality of opportunity 		✓		✓	
			✓		✓	
Work Related Circumstances	<ul style="list-style-type: none"> • Willingness to comply with the City Council's non-smoking policy. • Be willing to undertake training and development, as necessary, in order to enhance service delivery 		✓			
			✓		✓	

P: Pre-application **A:** Application **T:** Test **I:** Interview **D:** Documentary evidence

Prepared by/author: Heather Tarrant

Date: February 2019

Job title: Headteacher