

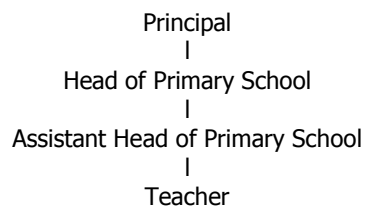
JOB DESCRIPTION

Department: Primary	Location: The Duston School
Job Title: Teacher	Grade: Teachers Main Pay Scale/UPS
Accountable to: Head of Primary School	Terms of employment: Permanent

JOB PURPOSE

Employed in the capacity of a teacher subject to, and with the benefits of, the conditions of employment set out, or referred to, in your letter of appointment and statement of particulars. Within such conditions of employment the description of your post is as below.

DESIGNATION OF POST AND POSITION WITHIN CURRICULUM STRUCTURE



MAIN DUTIES AND RESPONSIBILITIES

The post requires that you should take an appropriate share of the responsibilities attached to teachers generally within the school in connection with the teaching of students, the preparation and marking of their work, and the promotion of their progress and welfare. The professional duties which you may be required to perform may be found in the Teachers' Pay and Conditions Document. You will work under the reasonable direction of the Head (Primary), whose responsibility it is to ensure that a reasonable balance in the workload of each teacher is maintained.

The post is one which requires the performance of the following particular responsibilities:

To ensure high quality education for all pupils for which you are responsible and accountable and improve the quality of learning and standards of achievement.

To fulfil the duties of a teacher and the relevant professional standards as outlined in the School Teachers' Pay and Conditions Document.

To take an active role in the development of all School Policies and Schemes of Work.

To maintain an attractive, stimulating and well organised learning environment including displaying children's work effectively and directing support staff to assist with this.

To reflect systematically on the effectiveness of lessons and approaches to teaching.

To take supervise and lead acts of worship.

To make a positive contribution to the wider school life and ethos of the school.

To have proper and professional regard for the ethos, policies and practices of the school and maintain high standards in your own attendance and punctuality.

To act within the statutory frameworks which set out your professional duties and responsibilities.

Pupil Well Being

- To provide a secure, happy and caring environment for all children in the class.
- To maintain high standards of discipline and to ensure that all children are safe by following the Health and Safety Policy.
- To be responsible for the safeguarding and wellbeing of children by following school policy relating to safeguarding, health and safety and behaviour management.

Addressing Individual Needs

- To plan, prepare and deliver appropriate educational experiences, which address individual needs through quality teaching and high expectations.
- To ensure that educational needs of all pupils in your class are fully met and liaise with the SEN/d where necessary to support children with special needs.
- To inform the SEN/d of any concerns relating to the development of a child.
- To liaise effectively with professional agencies, e.g., Health visitor, speech therapist, educational psychologists.

Progress

- To ensure that all pupils make the amount of progress within an academic year expected for the pay level awarded.
- To implement interventions and support measures to support children who are not on track to meet their end of Key Stage targets.
- To assess, monitor, record and report, on the progress and attainment of pupils.
- To administer national and school assessments thoroughly and to use the information to improve standards.
- To lead improvement projects based on informed use of assessment data, supported by senior managers.
- To follow the school's marking policy ensuring that children are given comprehensive feedback about the learning and how they can improve in future pieces of work.

Communication

- To communicate and consult with parents/carers, through written and oral reports. To keep a record of discussions held.
- To work closely with classroom assistants offering support and guidance in the lesson objectives to ensure quality provision is given through understood goals.
- To develop effective, professional relationships with colleagues, knowing how and when to draw on advice and professional support.

Continuing Professional Development

- To participate fully in all staff meetings, and to be involved in appropriate staff development.
- To assist with the training of students and contribute towards their assessments.
- To keep informed of changes in education nationally, as they impact upon the phase of education in which the teacher works, including changes to assessment and curriculum arrangements and support senior managers in their implementation. (text in blue for UPR teachers only) .
- To attend staff meetings and Training Days in accordance with directed time allocations and to take responsibility for improving your own teaching practice.

Subject Leadership

- To contribute to the design and provision of an engaging curriculum as and when requested by subject leaders/senior managers.

General

The job description identifies the responsibilities attached to your post. It is subject to the limits on working time set out in the Teachers' Pay and Conditions Document.

This job description is subject to amendment from time to time within the terms of your conditions of employment, as the needs of the school may require, but only to an extent consistent with those conditions of employment, and only after consultation with you.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Employer:

Name:

Signed:

Date:

Employer:

Name:

Signed:

Date:

PERSON SPECIFICATION

Post Title:	Teacher
Grade	Main Pay Scale/ Upper Pay Scale

Method of assessment: Application form (AF), Interview (I), Lesson observation (LO)

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Education and Qualifications	<p>Qualified Teacher Status (AF)</p> <p>Evidence of improving teaching through appropriate professional development including responding to advice and feedback from colleagues as well as self-reflection (AF)</p>	Other relevant higher professional qualification (AF)
Experience and Knowledge	<p>To be a proven good teacher, with proven at least good pupil progress, dependant on level of experience. (I , LO and observation)</p> <p>Have a secure knowledge of the relevant subject(s) and curriculum areas required. (I & LO)</p> <p>Understand and evidence promoting high standards of literacy, articulacy and the correct use of standard English, whatever the Teacher's specialist subject (LO)</p> <p>Demonstrate a clear understanding of systematic synthetic phonics and appropriate teaching strategies for maths (I & LO)</p> <p>Demonstrate a critical understanding of developments in the subject/ curriculum areas. (I)</p> <p>Demonstrable experience of making a positive contribution to the wider life and ethos of a school. (AF)</p> <p>Understand the statutory frameworks which set out your professional duties and responsibilities including reference to health and safety and safeguarding. (AF & I)</p> <p>Demonstrate knowledge and understanding of:</p> <ul style="list-style-type: none"> • how pupils develop and learn • what can inhibit learning • pupils' capabilities and prior knowledge <p>and how you have incorporate this into your planning and teaching (AF & I)</p> <p>Evidence of building and maintaining good relationships with pupils rooted in mutual respect and adhering to proper boundaries. (I & LO)</p> <p>Communicate effectively and professionally with colleagues and parents, the latter with regard to pupils' achievements and well-being as well as with colleagues. (AF)</p> <p>Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback and take responsibility for their learning. (AF)</p> <p>Know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements and making use of formative and summative assessment to secure pupils' progress. (AF & I)</p> <p>Experience of using relevant data to monitor progress, set challenging targets, and plan subsequent lessons. (AF & I)</p> <p>Experience of using differentiation effectively and appropriately, using approaches which can be taught effectively (AF & I)</p> <p>Evidence how homework and other out of class activities can extend the knowledge and understanding pupils have acquired (AF)</p> <p>Experience of deploying support staff effectively to enhance the learning of pupils. (AF)</p>	To have good curriculum knowledge across the key stages relevant to this school (AF)
Ability and Skills	<p>Be able to inspire, motivate and challenge pupils of all backgrounds, abilities and dispositions to achieve the high expectations set for them by understanding their needs and using and evaluating distinctive teaching approaches to engage and support them (AF & I).</p> <p>Be able to manage behaviour effectively, fairly and consistently using a range of strategies both in the classroom and beyond. (I & LO)</p> <p>Building and maintaining good relationships with pupils rooted in mutual respect and adhering to professional boundaries.</p> <p>Demonstrate consistently the positive attitudes, values and behaviours which are expected of pupils. (AF)</p>	

This post requires satisfactory clearance of a an enhanced DBS check with barred list check & Disqualification by Association clearance

PERSON SPECIFICATION

Post Title:	Teacher
Grade	Upper Threshold

Method of assessment: Application form (AF), Interview (I), Lesson observation (LO)

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Education and Qualifications	<p>Qualified Teacher Status (AF)</p> <p>Evidence of improving teaching through appropriate professional development including responding to advice and feedback from colleagues as well as self-reflection (AF)</p>	<p>Other relevant higher professional qualification (AF)</p>
Experience and Knowledge	<p>To be a proven outstanding teacher, with proven outstanding pupil progress. (I , LO and observation)</p> <p>Have a secure and developed knowledge of the relevant subject(s) and curriculum areas required. (I & LO)</p> <p>Understand and evidence promoting high standards of literacy, articulacy and the correct use of standard English, whatever your specialist subject (LO)</p> <p>Demonstrate a clear and extensive understanding of systematic synthetic phonics and appropriate teaching strategies for maths (I & LO)</p> <p>Demonstrate a critical and in depth understanding of developments in the subject/ curriculum areas. (I)</p> <p>Sustained and substantial experience of making a positive contribution to the wider life and ethos of a school. (AF)</p> <p>Understand the statutory frameworks which set out your professional duties and responsibilities including reference to health and safety and safeguarding. (AF & I)</p> <p>Demonstrate extensive knowledge and understanding of:</p> <ul style="list-style-type: none"> • how pupils develop and learn • what can inhibit learning • pupils' capabilities and prior knowledge <p>and how you have incorporated this into your planning and teaching (AF & I)</p> <p>Evidence of building and maintaining good relationships with pupils rooted in mutual respect and adhering to proper boundaries. (I & LO)</p> <p>Communicate effectively and professionally with colleagues and parents, the latter with regard to pupils' achievements and well-being as well as with colleagues. (AF)</p> <p>Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback and take responsibility for their learning. (AF)</p> <p>Extensive knowledge and understanding of how to assess the relevant subject and curriculum areas, including statutory assessment requirements and making use of formative and summative assessment to secure pupils' progress. (AF, I & R)</p> <p>Substantial experience of using relevant data to monitor progress, set challenging targets, and plan subsequent lessons. (AF & I)</p> <p>Significant experience of using differentiation effectively and appropriately, using approaches which can be taught effectively (AF & I)</p> <p>Evidence how homework and other out of class activities can extend the knowledge and understanding pupils have acquired (AF)</p> <p>Experience of deploying support staff effectively to enhance the learning of pupils. (AF)</p> <p>Experience of contributing to workplace policies and practice and their implementation (I)</p> <p>Extensive knowledge of how to manage behaviour effectively, fairly and consistently using a range of strategies both in the classroom and beyond. (I & LO)</p> <p>Experience of coaching and mentoring colleagues demonstrating effective practice, and providing advice and feedback. (AF & I)</p> <p>Have up to date knowledge and understanding of the different types of qualifications and specifications and their suitability for meeting pupils' needs. (AF & I)</p>	<p>To have good curriculum knowledge across the key stages relevant to this school (AF)</p> <p>Experience of lesson observation and feedback to staff (AF)</p>
Ability and Skills	<p>Be able to inspire, motivate and challenge pupils of all backgrounds, abilities and dispositions to achieve the high expectations set for them by understanding their needs and using and evaluating distinctive teaching approaches to engage and support them (AF & I).</p> <p>Demonstrate consistently the positive attitudes, values and behaviours which are expected of pupils. (AF)</p>	

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