

## JOB DESCRIPTION

<b>Department:</b> Primary	<b>Location:</b> The Duston School
<b>Job Title:</b> ECT	<b>Grade:</b> Teachers Main Pay Scale
<b>Accountable to:</b> Head of Primary School	<b>Terms of employment:</b> Permanent

JOB PURPOSE
<p><b>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.</b></p>

DESIGNATION OF POST AND POSITION WITHIN CURRICULUM STRUCTURE
<pre> Principal     Head of Primary School     Deputy Head of Primary School     Teacher                     </pre>

MAIN DUTIES AND RESPONSIBILITIES
<p><b>The post requires that you should take a responsibility within the school for the teaching of pupils, 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.</b></p> <p><b>The post is one which requires the performance of the following particular responsibilities:</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>To fulfil the duties of a teacher and the relevant professional standards as outlined in the School Teachers’ Pay and Conditions Document.</li> <li>To take an active role in the development of all School Policies and Schemes of Work.</li> <li>To maintain an attractive, stimulating and well organised learning environment, including displaying children’s work effectively.</li> <li>To reflect systematically on the effectiveness of lessons and approaches to teaching.</li> <li>To make a positive contribution to the wider school life and ethos of the school.</li> <li>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.</li> <li>To act within the statutory frameworks which set out your professional duties and responsibilities.</li> </ul>

### ***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 SENDCO, where necessary, to support children with special educational needs.
- To inform the SENDCO 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 rapid progress from their starting points.
- To implement interventions and support measures to support children who are not on track to meet end of Key Stage expectation.
- 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 policies and principles documents, ensuring that children are given comprehensive feedback about their 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.
- 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.

As a teacher, you are expected to have a good understanding of safeguarding within the school setting. This involves being vigilant in identifying potential safeguarding issues, understanding the procedures for reporting concerns, and actively contributing to a safe and supportive learning environment. You will be required to participate in regular safeguarding training and stay updated on the latest policies and best practices to protect the welfare of all students.

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 scale/Upper Scale

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

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>Education and Qualifications</b>	<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>
<b>Experience and Knowledge</b>	<p>To be a proven effective teacher, dependant on level of experience. (I &amp; LO)</p> <p>Have a secure knowledge of the relevant subject(s) and curriculum areas required. (I &amp; 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 &amp; 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 &amp; I)</p> <p>Demonstrate knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>• how pupils develop and learn</li> <li>• what can inhibit learning</li> <li>• pupils' capabilities and prior knowledge</li> </ul> <p>and how you have incorporate this into your planning and teaching (AF &amp; I)</p> <p>Evidence of building and maintaining good relationships with pupils rooted in mutual respect and adhering to proper boundaries. (I &amp; 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 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 &amp; I)</p> <p>Experience of using relevant data to monitor progress, set challenging targets, and plan subsequent lessons. (AF &amp; I)</p>	<p>To have good curriculum knowledge across the key stages relevant to this school (AF)</p>

	<p>Experience of using scaffolding effectively and appropriately, using approaches which can be taught effectively (AF &amp; 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>	
<b>Safeguarding</b>	<p>As a teacher, you are expected to have a good understanding of safeguarding within the school setting. This involves being vigilant in identifying potential safeguarding issues, understanding the procedures for reporting concerns, and actively contributing to a safe and supportive learning environment. You will be required to participate in regular safeguarding training and stay updated on the latest policies and best practices to protect the welfare of all students.</p>	
<b>Ability and Skills</b>	<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 &amp; I).</p> <p>Be able to manage behaviour effectively, fairly and consistently using a range of strategies both in the classroom and beyond. (I &amp; LO)</p> <p>Building and maintaining good relationships with pupils rooted in mutual respect and adhering to professional boundaries. (I &amp; LO)</p> <p>Demonstrate consistently the positive attitudes, values and behaviours which are expected of pupils. (AF)</p>	

**This post requires satisfactory clearance of an enhanced DBS check (Criminal record check) with barred list check & Disqualification by Association clearance**