

JOB DESCRIPTION

<u>POST TITLE:</u>	CLASS TEACHER
<u>GRADE:</u>	Main Pay Scale
<u>REPORTING RELATIONSHIP</u>	To the Executive Head Teacher/ Head of School
<u>JOB PURPOSE:</u>	To carry out the duties of a teacher set out in the statutory conditions of employment for teachers as defined in the School Teachers' Pay and Conditions Document

Each class teacher is responsible for carrying out the duties of a teacher as set out in the current copy of The School Teachers' Pay and Conditions Document. This job description may be modified by the Executive Head Teacher/ Head of School, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Specific duties of a teacher at Northwood Primary School are detailed below.

1. To have a commitment to the agreed whole school vision and values as published in the school prospectus. To positively promote and contribute to the team ethos of the school.
2. To plan, prepare and implement an appropriate programme of work for the children which:
 - o takes account of each child's individual needs through differentiation of expectation/task.
 - o considers the needs of the child in all aspects of development.
 - o fulfils the National Curriculum requirements.
 - o is in line with whole school policies.
 - o motivates the children to learn independence and self confidence.
 - o have an awareness of decisions made by the Government, DfE, Board of Trustees, Local Governing Bodies and Support Agencies.
 - o has a commitment to first hand experience/curriculum enrichment and the celebration of children's contributions.
3. To assess and evaluate the children's work and provide pupil profiles/records of achievement which:
 - o are in line with the National Curriculum requirements.
 - o enable the tracking and monitoring of progress and inform the setting of annual targets.
 - o form the basis of professional dialogue with: Colleagues; Parents; Support Agencies; Link Schools etc.
 - o are filed and available (on request) to parents.
4. To ensure that all the children within the class have equal access to the experiences and opportunities provided.
5. To take an active part in meetings/working groups relevant to the age range that you are teaching. To actively promote and implement whole school policies.

6. To have high expectations of the children in work, attitude and behaviour.
7. To have pastoral care of the teaching group, within the school ethos, by:
 - o being a good role model for the children in all personal qualities.
 - o fostering the positive self-image of each child through praise and encouragement.
 - o respecting each child and ensuring that the children know they are valued.
8. To alert the Assistant Head Teachers to a cause for concern, who will in turn liaise with the Head of School and the Executive Head Teacher.
9. To continue personal and professional development.
10. Any other tasks as may be reasonably requested by the Executive Head Teacher/ Head of School from time to time.
11. This post has a high level of contact with, and responsibility for, children.
12. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
13. To carry out your duties with full regard to the Trust's Equality Policy and Race Equality Scheme.
14. To comply with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST/SCHOOL POLICIES.

THE POST IS SUBJECT TO AN DBS CHECK (CERTIFICATE OF DISCLOSURE FROM THE DISCLOSURE AND BARRING SERVICE) AND THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED AND WILL BE SUBJECT TO RECHECKING AS APPROPRIATE

The Trust and Schools within the Trust are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

**TEACHER
PERSON SPECIFICATION**

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Application	E1	Fully supported reference	AF/R			
	E2	Well structured personal statement (no more than 1000 words) detailing how candidate meets person specification	AF			
Qualifications & Education	E3	Qualified Teacher Status	AF/C			
Experience & Knowledge	E4	Experience of teaching in Key Stage 1	AF/I/R		Experience of teaching across the primary phase.	
	E5	Knowledge of structure and content of the National Curriculum	AF/I/R			
	E6	Understanding & knowledge of current educational issues	AF/I/R			
	E7	A clear vision and understanding of the needs of Primary pupils	AF/I/R			
	E8	Experience of working successfully and co-operatively as a member of a team in a school	AF/I/R			
	E9	Evidence of commitment to raising achievement	AF/I/R			

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Professional Development	E10	An active interest in staff development and willing to fully participate	AF/I			
Skills	E11	Ability to communicate both orally and in writing to a wide range of audiences	AF/I			
	E12	Competence in the use of ICT to enhance learning	AF/I/R/O			
	E13	Ability to communicate effectively in Curriculum management – planning, delivery and assessment	AF/I/R/O			
	E14	Ability to demonstrate an understanding of curriculum planning, delivery and assessment	AF/I/R			
Personal Attributes	E15	Ability to demonstrate enthusiasm, sensitivity and a caring attitude whilst working with children	AF/I/R	D3	Flexibility and adaptability in order to be able to work across age ranges and to mix and work with a wide range of people	AF/I/R
	E16	High degree of motivation for working with children to promote their development and educational needs	AF/I/R			
	E17	Evidence of being able to build and sustain effective working relationships with staff, governors, parents and the wider community	AF/I/R			
Special Requirements	E18	Interest in working with children to promote their development and educational needs	AF/I/R/D			
	E19	Ability to form and maintain appropriate	I/R/D			

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
	E20	relationships and personal boundaries with children Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.	I/R			
	E21	Suitability to work with children	D			

Key – Stage identified	
AF	Application Form
C	Certificates
O	Observation
I	Interview
R	References
D	Disclosure

Issues arising from references will be taken up at interview. All appointments are subject to satisfactory references