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| **JOB DESCRIPTION 2018-19** | **Job No.** |  | **ALP** |  | **T1** |

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| **Job Title:** |  | **Primary Teacher** |  | **Salary:** |  |  | |  | £ | - | £ |
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| **Responsible to:** |  | Principal |  |  |  | |  | | | | | |
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| **Job purpose:** |  | To carry out duties in accordance with the provision of the current School Teachers’ Pay and Conditions Document and within the range of duties set out in that document. The post-holder is also required to work towards the achievement of the agreed aims of the school. | | | | | | | | | | |

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| **Duties & responsibilities:** | | |
| **1.** |  | Meet the standards expected as described in the current STPCD. | |
| **2.** |  | Plan and teach lessons to the classes they are assigned to teacher within the context of the school’s plans, curriculum and schemes of work. | |
| **3.** |  | Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils. | |
| **4.** |  | Participate in arrangements for preparing pupils for external examinations. | |
| **5.** |  | 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. | |
| **6.** |  | Work with others on curriculum and/or pupil development to secure co-ordination outcomes. | |
| **7.** |  | Rarely, and in circumstances that are not foreseeable, unless employed wholly or mainly for the purposes of providing such cover, supervise, and so far as practicable teach, any pupils where the person timetables to take the class is not available to do so. | |
| **8.** |  | Promote the health, safety and well-being of pupils. | |
| **9.** |  | Maintain good order and discipline among pupils. | |
| **10.** |  | Direct and supervise support staff assigned, where appropriate, other teachers, contributing to the recruitment, selection, appointment and professional development of other teachers and support staff if required. | |
| **11.** |  | Effectively deploy and manage school resources. | |
| **12.** |  | Participate in arrangements for the appraisal and review of own performance and, where appropriate, that of other teachers and support staff. | |
| **13** |  | Participate in arrangements for own further training and professional development and, where appropriate, that of other teachers and support staff including induction. | |
| **14.** |  | Communicate with pupils, parents and carers as required. | |
| **15.** |  | Collaborate and work with colleagues and other relevant professionals within and beyond the school. | |
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| Play a full part in the life of the ALP, promoting ALP schools positively within the local community and beyond | | | |
| Undertake other duties and responsibilities as required commensurate with the grade of the post | | | |
| As a representative of the ALP, it is important that a positive, helpful and courteous approach is adopted with everyone with whom the postholder comes into contact. For the purposes of this aspect of the job, customers can be categorised as internal (e.g. governors, staff and pupils to whom the postholder is providing a service) and external (e.g. parents, visitors, suppliers, contractors, local residents etc). | | | |
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| The ALP is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The postholder is therefore under a duty to use the ALP’s procedures to report any concerns they may have regarding the safety or well-being of any child or young person. | | | |
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| The ALP will endeavour to make reasonable adjustments to this job description and to the working environment in order to enable access to employment opportunities for disabled job applicants and/or to enable continued employment for an employee who develops a disabling condition. | | | |

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| The duties in this job description are in addition to those covered by the latest School Teachers’ Pay and Conditions Document. The above may also include any duties that the Principal may reasonably ask of the post-holder including undertaking aspects of the professional duties of the Principal, as required. Duties may be modified by the Principal with agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title. |

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|  |  | **(Postholder)** |

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|  |  | **(Line Manager)** |

**PERSON SPECIFICATION**

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| **Job Title:** | |  | **Teacher** | |
| **Assessed by:** |
| **Essential:** |  | | | **Desirable:** | |  |  |

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| **Knowledge & Qualifications** |  | | **Knowledge & Qualifications** | |
| Qualified Teacher Status | |  | | A relevant degree | |  |  |
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| A thorough up to date knowledge of the range of teaching, learning and behaviour management strategies and how to implement them effectively | |  | |  | |  |  |
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| A thorough understanding of the national curriculum and a range of assessment requirements and arrangements. | |  | |  | |  |  |
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| Knowledge and understanding of the implications of equal opportunities, multicultural education and inclusion | |  | |  | |  |  |
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| Knowledge of the legal requirements, national policy and guidance on the safeguarding of children | |  | |  | |  |  |
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| **Skills & Competencies** |  | | **Skills & Competencies** | |
| Ability to prepare and plan effectively | |  | |  | |  |  |
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| Good organisational skills | |  | |  | |  |  |
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| Ability to prioritise and manage time effectively | |  | |  | |  |  |
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| Ability to work as part of a team | |  | |  | |  |  |
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| **Other** |  | | **Other** | |
| Suitability to work with children | |  | |  | |  |  |
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| Key to assessment methods; **(A)** application form, **(I)** interview, **(R)** references, **(T)** ability tests **(Q)** personality questionnaire **(G)** assessed group work, **(P)** presentation, **(O)** others |