

**New Delaval Primary School**

**Primary Teacher - MPG**

**Salary**

The post holder will be paid on the appropriate point of the main scale.

**Line of responsibility**

* The teacher is directly responsible to the Phase Leader on curriculum matters and the deputy head for pastoral issues.

**Job content**

**Strategic purpose**

* The basic duties of a teacher are outlined in the latest School Teachers’ Pay and Conditions Document. S/he shall maintain a good understanding of whole school curriculum, assessment and pastoral policies.

**Core responsibilities**

• **Teaching:**

* Plan work in accordance with schemes of work and national curriculum requirements.
* Work cooperatively alongside colleagues in a supportive way.
* Take account of pupils’ prior levels of attainment and use them to set future targets.
* Maintain good discipline by following the school’s pupil disciplinary policies and procedures.
* Ensure punctuality and establish a purposeful working atmosphere during all learning activities.
* Maintain excellent classroom management with due regard to health and safety policies.
* Set appropriate and challenging work for all pupils.
* Identify and work appropriately with ‘special educational needs’ pupils and ‘academically more able’ pupils.

• **Assessment, recording and reporting**:

* Keep appropriate records of pupils’ work.
* Mark and return work set, including any homework within an agreed and reasonable time.
* Use the school’s feedback scheme at all times.
* Carry out assessment programmes, as agreed by the school or department.
* Complete records of achievement in line with school policy.
* Complete pupil reports in line with school policy. Attend parents’ evenings as required and keep parents informed about their child’s performance and future targets.

• **Pastoral work:**

* Ensure behaviour, health and safety and safeguarding are at the forefront of everyday practice.
* Monitor and set targets for the social and academic progress of pupils in the class as required.
* Endeavour to build up a good relationship with the pupils, so that they will look to the teacher for support and advice.
* Command high standards of pupil behaviour and conduct at all times and support the school in its application of related policies.
* Report issues of concern to the appropriate senior staff.
* Maintain an accurate register of attendance and do everything possible to encourage good attendance.

• The teacher will be part of the school’s appraisal scheme. S/he will have a team leader who will set agreed targets for the year. The team leader will monitor and review performance, including classroom teaching. The school will support the continuing professional development of all staff, to ensure that their expertise is being kept up to date.

• Attend and contribute to team and full staff meetings.

• In relation to the school’s strategic plan, contribute towards the goals and targets.

* Maintain a professional interest in educational initiatives and developments.

**Conditions of employment**

• The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).

• The post holder is required to support and encourage the school’s ethos and its objectives, policies and procedures as agreed by the governing body.

• To uphold the school's policy in respect of child protection and safeguarding matters.

• S/he shall be subject to all relevant statutory requirements as detailed in the most recent School Teachers’ Pay and Conditions Document.

• Provision is made for planning, preparation and assessment (PPA) time, in accordance with the requirement for all teachers at a school with timetabled teaching commitments to hold a contractual entitlement to guaranteed PPA time within the timetabled teaching day.

• The amount of guaranteed PPA time will be set as a minimum of at least 10% of a teacher’s timetabled teaching time.

* To be part of a curriculum working group as agreed with the headteacher..

• The post holder may be required to perform any other reasonable tasks after consultation.

• This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

• This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

• All staff members are required to participate in the school’s appraisal scheme.

Person Specification

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

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| **Person Specification** | | | |
|  | Essential | Desirable | Evidenced |
| Qualifications and Training | A good honours degree or PGCE or equivalent.  Qualified Teacher Status | A further qualification, degree, diploma or certificate appropriate to post. | Written application |
| Knowledge and Experience | A robust knowledge and understanding of the National Curriculum.  Understanding of and proven ability to apply a range of appropriate assessment techniques. | Knowledge of the Key Stage 2 subject requirements through teaching experience. | Written application Interview |
| Professional Development | Evidence of relevant and recent professional development pertinent to the role.  Willingness to actively participate in professional development. |  | Written application |
| Skills | Ability to effectively plan and deliver effective teaching and learning for all groups of children.  Ability to successfully use a range of teaching and learning styles to suit the nature of teaching and learning and/or the ability and attainments of the children.   Ability to provide a stimulating and well-ordered learning environment.  Ability to develop and ensure good social and learning behaviours.  Ability to assess children’s achievements against objectives and provide precise feedback which helps them to maximise their talents and develop their knowledge, understanding and skills.  Ability to relate well to all children in a professional manner in a variety of contexts.  Ability to effectively use ICT as an integral part of teaching and learning. | Ability to structure learning programmes which enable children to take increasing responsibility for their learning and demonstrate independent learning.  Ability to effectively support children’s social, moral, spiritual and cultural learning to help them reflect, think and develop respectful attitudes.  Ability to work with children in a pastoral role to support their development. | Written application Interview |
| Qualities and Attributes | The ability to motivate others.  The ability to establish effective working relationships.  The ability to establish professional and positive relationships with parents/guardians  Adaptability and resilience, with the ability to cope with periods of work pressure with good humour and a sense of proportion.  Energy and commitment to professional responsibilities and to the betterment of all children. | A willingness to contribute to the wider life of the school. | Written application Interview |
| Other Requirements | Evidence of achievement in current post. |  | Written application |
| Equal Opportunities and Safeguarding | Commitment to equal opportunities.  Commitment to safeguarding children. |  | Written application Interview |