**B - Job description example (for posts within scope of JE)**

**SCHOOL:**

**Department (if applicable)**

|  |  |  |
| --- | --- | --- |
| 1.
 | **POST TITLE:** | **Y2/3 Class Teacher** |
| 1. **2.**
 | **POST NUMBER:**  | **1** |
| 1. **3.**
 | **GRADE:**  | Main Scale/UPS 1 |
|  | **LOCATION:** | Our Lady & St Joseph Brooms RCVA Primary School |

1. **RELEVANT TO THIS POST:** *(please delete where not applicable)*

**Disclosure & Barring Service:** Subject to DBS Standarddisclosure

1. **ORGANISATIONAL RELATIONSHIPS:**

The post holder will be accountable to: Mrs S M Fenwick, Headteacher

1. **DESCRIPTION OF ROLE:**

Y2/3 Class Teacher

1. **DUTIES AND RESPONSIBILITIES *SPECIFIC* TO THIS POST:**

Listed below are the responsibilities this role will be primarily responsible for:

(include primary duties and responsibilities here)

 **Support and uphold Catholic ethos and teachings**

 **Mixed Key Stage Teaching**

 **End of KS1 Statutory Assessment**

 **UPS 1 Teachers will be expected to Co-ordinate Computing and E Safety throughout the**

 **school or be paid Main Scale 6 if unable to undertake this role.**

**9. COMMON DUTIES AND RESPONSIBILITIES:**

9.1 **Quality Assurance**

To set, monitor and evaluate standards at individual, team performance and service quality so that school’s requirements are met and that the highest standards are maintained.

 To establish and monitor appropriate procedures to ensure that quality data are reported and used in decision making processes and to demonstrate through behaviour and actions a firm commitment to data security and confidentiality as appropriate.

9.2 **Communication**

To establish and manage the team communications systems ensuring that the school’s procedures, policies, strategies and objectives are effectively communicated to all employees.

9.3 **Professional Practice**

 To ensure that professional practice in the school is carried out to the highest standards and developed in line with the school’s stated objectives of continual improvement in quality of its service to internal and external customers.

9.4 **Health and Safety**

Manage health and safety in their area of responsibility in accordance with the relevant section(s) of the school’s Health and Safety policy and to ensure that the Health and Safety policy, organisation arrangements and procedures as they relate to areas, activities and personnel under your control are understood, implemented and monitored.

9.5 **General Management (where applicable)**

To provide vision and leadership to staff within a specialist team, ensuring that effective systems are in place for workload allocation and management, the application of the Authority’s and the Service’s policies and procedures, including those relating to equality, supervision and appraisal and all aspects of their performance, personal development, health and welfare.

9.6 **Financial Management (where applicable)**

To manage a designated budget (as required) ensuring that the school achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.

9.7 **Appraisal**

 All employees will receive appraisals and it is the responsibility of each employee to follow guidance on the appraisal process.

9.8 **Equality and Diversity**

As an organisation we are committed to promoting a just society that gives everyone an equal chance to learn, work and live free from discrimination and prejudice. To ensure our commitment is put into practice we have an equality policy which includes responsibility for all employees to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

       These policies apply to all employees of Durham County Council including school-based employees.

9.9 **Confidentiality**

 All employees are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work unless it is permitted for the purposes of their role, they have explicit consent from the person concerned or exceptions governed by legislation.

All employees must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using school information assets. The school has a Personal Information Security Policy in place.

9.10 **Induction**

The school has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Head Teacher.

**Our Lady & St Joseph Brooms RCVA Primary School**

**Person Specification – Y2/3 Class Teacher**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Method of Assessment** |
| **Qualification** | Qualified Teacher Status |  | Application formSelection ProcessPre-employment checks |
| **Experience** | Primary Teaching experience  | Y2 Teaching Mixed Key Stage teaching Working closely with support staff | Application formSelection ProcessPre-employment checks |
| **Skills/Knowledge** | *The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.*Ability to demonstrate high standards of classroom practice Ability to effectively use a wide range of teaching and learning across the curriculumAbility to communicate well orally and in writing in a variety of situationsA clear understanding of the CurriculumA clear vision and understanding of what makes learning effective for all pupilsAbility to readily establish professional relationships with parents, staff, pupils and relevant agencies | Experienced Co-ordinator of subject(s)Willingness to undertake role of E-Safety/Computing Co-ordinator if experienced/qualified to do so.Awareness and an understanding of recent developments in education | Application formSelection ProcessPre-employment checksObservation |
| **Personal Qualities** | Enthusiasm and commitmentSensitivity and a willingness to offer support to and accept support from othersExcellent time management, punctuality and attendanceGood communication and presentation skillsA positive attitude to changeA desire to play a full and active part in the life of the schoolIs kind, caring, hardworking and a ‘team player’Is inclusive in attitude and approach |  | Application formSelection ProcessPre-employment checks |
| **Application** | Fully supported in referencesWell-structured supporting statements which supports the ethos of the school and indicates vision and beliefs for effective teaching and learning |  | Application formSelection ProcessPre-employment checks |

*In addition to candidates’ ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:*

* *motivation to work with children and young people;*
* *ability to form and maintain appropriate relationships and personal boundaries with children and young people;*
* *emotional resilience in working with challenging behaviours; and*
* *attitudes to use of authority and maintaining discipline.*

Any relevant issues arising from references will be taken up at interview.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.