

## **JOB DESCRIPTION**

### **POST TITLE:**

**TEACHER**

### **GRADE:**

**Mainscale Band 1 and Band 2**

### **REPORTING RELATIONSHIP:**

**To the Head Teacher**

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 Head Teacher, with agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title. Specific duties of a teacher at this Primary School are detailed below:

## **MAIN DUTIES/RESPONSIBILITIES**

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:
  - takes account of each child's individual needs through differentiation of expectations/task.
  - considers the needs of the child in all aspects of development.
  - fulfils the National Curriculum requirements.
  - is in line with whole school policies.
  - motivates the children to learn independence and self confidence
  - have an awareness of decisions made by the Government, Trust Board of Directors, Local Governing Body and Support Agencies
  - 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:
  - are in line with the National Curriculum requirements.
  - enable the tracking and monitoring of progress and inform the setting of annual targets.
  - form the basis of professional dialogue with: Colleagues; Parents; Support Agencies; Link Schools etc.
  - 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.

6. To actively promote and implement whole school policies.
7. To have high expectations of the children in work, attitude and behaviour.
8. To have pastoral care of the teaching group, within the school ethos, by:
  - being a good role model for the children in all personal qualities.
  - fostering the positive self-image of each child through praise and encouragement.
  - respecting each child and ensuring that the child through praise and encouragement.
9. To alert the appropriate member of senior staff to a cause for concern, who will in turn liaise with the Assistant Head, Deputy Head Teacher and the Head Teacher.
10. To continue personal and professional development.
11. Any other tasks as may be reasonably requested by the Head Teacher from time to time.
12. To carry out your duties with full regard to the Trust's Equality Policy and Race Equality Scheme.
13. 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 POLICIES, INCLUDING THE NO SMOKING POLICY.**

*THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE TRUST.*

The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

# LINGFIELD EDUCATION TRUST

## PERSON SPECIFICATION

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
<b>Application</b>	E1 E2	<ul style="list-style-type: none"> <li>Fully supported references</li> <li>Well structured supporting letter</li> </ul>	AF/R AF/R			
<b>Qualifications</b>	E3	<ul style="list-style-type: none"> <li>Qualified Teacher Status</li> </ul>	AF	D1	<ul style="list-style-type: none"> <li>Degree or equivalent</li> </ul>	AF
<b>Experience</b>	E4  E5	<ul style="list-style-type: none"> <li>Ability to demonstrate high standards of classroom practice, particularly in KS1/KS2</li> <li>Experience of working successfully and co-operatively as a member of a team in a school</li> </ul>	AF/R/I  AF/R/I	D2	<ul style="list-style-type: none"> <li>A proven record in managing and promoting curriculum development</li> </ul>	AF/R/I
<b>Professional Development</b>	E6	<ul style="list-style-type: none"> <li>Attendance at recent and relevant training within the last two years</li> </ul>	AF			
<b>Skills</b>	E7 E8 E9 E10	<ul style="list-style-type: none"> <li>Ability to readily establish professional relationships and work as part of a team</li> <li>Good written, verbal and ICT skills</li> <li>Ability to communicate effectively in a variety of situations</li> <li>Curriculum management – planning, delivery and assessment</li> </ul>	AF/R/I AF/R/I AF/R/I AF/R/I			

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
<b>Special Knowledge</b>	E11	<ul style="list-style-type: none"> <li>A clear vision and understanding of the needs of Primary pupils including special needs</li> </ul>	AF/I/R	D3	<ul style="list-style-type: none"> <li>A commitment to developing inclusion</li> <li>Understanding and knowledge of current issues in education</li> </ul>	AF/I/R
	E12	<ul style="list-style-type: none"> <li>Detailed knowledge of the structure and content of the National Curriculum current initiatives and National Strategies</li> </ul>	AF/I/R	D4		AF/I/R
	E13	<ul style="list-style-type: none"> <li>Evidence of commitment to raising achievement</li> </ul>	AF/I/R			
<b>Personal Attributes</b>	E14	<ul style="list-style-type: none"> <li>A committed, enthusiastic and hard working disposition</li> </ul>	R/I	D5	<ul style="list-style-type: none"> <li>Flexibility and adaptability in order to be able to mix and work with a wide range of people</li> <li>A commitment to extra curricular activities</li> </ul>	R/I
	E15	<ul style="list-style-type: none"> <li>A caring and sensitive attitude towards pupils and parents</li> </ul>	R/I			R/I
	E16	<ul style="list-style-type: none"> <li>High expectations of pupil's achievements</li> </ul>	R/I			

Key – Stage identified	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References