

## **Greenhead CE Primary School**

### **Job Description & Person Specification**

**February 2021**

#### **Reception & Key Stage 1 Teacher**

##### **Job Description**

Job title: Class Teacher

Salary scale: Main Pay Scale M1-6

Responsible to: Headteacher

Responsible for: Reception and KS1

##### **Main Duties and Responsibilities**

To carry out the duties of a school teacher as set out in the School Teachers' Pay and Conditions Document.

To work in close collaboration with the whole school team:

- To take a role in raising standards, improving quality of teaching and staff development focused particularly on children in Reception & KS1
- Monitor the quality of teaching and children's progress and attainment in Reception & KS1
- Report to Governors as appropriate.
- To play a full part in developing further equal opportunities in the school
- To promote a positive image of the school and the achievements of its pupils
- To share the responsibility with all staff for the safety and well-being of all
- To support the development of behaviour for learning, including the implementation of the school's behaviour policy.
- To maintain overall responsibility for the pastoral care of pupils in Reception & KS1.
- Actively support the vision, ethos and policies of the school and promote high levels of achievement.

##### **Teaching and Learning**

- Exemplify and share best practice across the school
- To model and develop highly effective practice, such as effective, engaging teaching, modelling new concepts, classroom management and discipline
- Model positive behaviour management and restorative approaches to managing conflict
- Work with other professionals (both internally and externally) to ensure the use of comparative data and pupils' prior attainment, to establish benchmarks and set targets for and direct rapid improvement
- Develop and implement action plans to inform and address areas for improvements
- To review planning across Reception & KS1 to ensure coverage, progression and a range of learning experiences
- To liaise with other teachers to monitor and promote effective transition arrangements to ensure continuity and progression for all pupils.

- To lead and co-ordinate assessment information across Reception & KS1 in order to ensure consistent and accurate judgements of pupil performance
- To undertake class and whole school assemblies as necessary
- To work in collaboration with the Governing Body on issues of school improvement particularly focused on Reception & KS1
- To play a full part in developing and enhancing relationships between the school, pupils, parents, external agencies and the local community.

### **Administrative Responsibilities**

- Be aware of and respond appropriately to any health and safety, Child Protection and Safeguarding issues raised by staff, children, families or the community
- Ensure that you remain up to date on developments and issues with regard to the leadership and curriculum of the school
- Take on any additional responsibilities that might from time to time be determined by the Headteacher, as consistent and reasonable to your job duties.

### **Person Specification**

**You should use this Person Specification as a guide for aspects to be covered in your application after reading the Job Description.**

**Specification Criteria: E – Essential D – Desirable**

### **Educational Qualifications**

Candidates should have:

- Qualified Teacher Status E

### **Experience**

Candidates should have:

- Primary School teaching experience, including demonstrable, highly effective performance particularly in the EYFS E
- Some experience teaching across the entire primary age range would be desirable but particularly in the EYFS and Key Stage 1 D
- Had involvement in whole school development and evaluation D
- Taken a lead on curriculum or other teaching initiatives that have contributed to raising educational standards D
- Promoted, organised and led staff training and development within the specified area/s E

### **Job Related Knowledge, Aptitude and Skills**

Candidates should have:

- In-depth subject knowledge and experience of teaching to the requirements of the EYFS & KS1 curriculums E
- Sound knowledge of current educational issues, developments and pedagogy E
- Secure understanding of the barriers to effective learning and strategies to both support and challenge E
- The ability to evaluate provision of the school and plan a strategy for its development D

- A clear understanding of school improvement issues D
- The ability to determine priorities and manage time effectively E
- The ability to establish effective working relationships with all members of the school community E
- The ability to communicate effectively, both orally and in writing, with individuals and groups E
- An understanding of, and a commitment to, high quality, inclusive education E
- The ability to use appropriate technology to support teaching and management of a classroom E

### **Personal Qualities**

Candidates should have:

- The potential for creative and innovative educational development E
- The capacity to project and sustain a positive attitude and approach E
- The capacity to be flexible in working practices E
- The ability to use initiative when problem solving E
- The ability to work independently and as part of a team E
- The ability to manage, organise and motivate staff with diplomacy, sensitivity and good humour E
- A commitment to personal and professional development E
- An enthusiasm and energy for teaching E
- A passion for supporting all children to achieve their potential. E

### **Equal Opportunities**

Candidates should have:

- A commitment to equal opportunities policy and practice E
- The ability to demonstrate that they have actively fostered equal opportunities in their own work E

**Prospective candidates are strongly advised to make an appointment to visit our school and talk informally about the role advertised. This is an exciting and unique opportunity to help shape the future development of our school community alongside the successful candidate's own professional development.**