



Northumberland Church of England Academy Trust

JOB DESCRIPTION

JOB TITLE:	Primary Teacher
SCHOOL/SECTOR:	NCEAT Primary
SALARY:	Teaching scale
RESPONSIBLE TO:	Director of Teaching and Learning.

The initial deployment of this post will have a particular focus on the teaching and development of Technology across the primary phase, alongside shared responsibility for identified curriculum areas. Deployment and curriculum responsibilities may change over time in accordance with the needs of the schools and Trust.

PURPOSE OF JOB:

The basic duties of a teacher as outlined in the latest School Teachers' Pay and Conditions Document.

- To teach and care for the pupils assigned to you as a classroom teacher, in accordance with the school aims and in pursuit of high standards of pupil achievement – academically and socially.
- To ensure pupil entitlement to the national curriculum.
- To create a classroom atmosphere conducive to effective learning.
- To help all pupils achieve and realise their potential.
- To ensure that all pupils observe the code of conduct.
- To contribute to the effective development and delivery of the curriculum, including leadership or shared leadership of identified curriculum areas.
- The initial deployment of the post will include a particular focus on the teaching and development of Technology, making effective use of relevant subject knowledge and expertise.

EMPLOYMENT DUTIES:

Adhere to all school policies appertaining to:

- Classroom management, including issues of health and safety.
- Target setting.
- Marking, assessing, recording and reporting.
- Pastoral care.
- Carry out supervisory duties in accordance with published schedules and procedures and maintain professional credibility at all times.

- Be proactive in personal professional development.

Key tasks

- Fully use curriculum guidance and policy documentation and the staff handbook.
- Attend and contribute to key stage, team and full staff meetings.
- Consult leaders and senior staff when guidance/advice is required.
- Contribute towards the goals and targets of the Trust's strategic plan.
- Ensure that punctuality, professional conduct and effectiveness are observed at all times.
- Maintain a professional interest in educational initiatives relevant to your age-range focus and/or subject(s).
- Undertake relevant professional development and training associated with assigned teaching, curriculum and health-and-safety responsibilities.
- Consult with relevant leaders on any issue relating to personal professional development, in line with the school's strategic plan and performance management policy.
- Plan and deliver high-quality teaching within assigned subjects and curriculum areas, using secure subject and pedagogical knowledge.
- Contribute to the planning, development, implementation and evaluation of identified curriculum areas.
- Lead or share leadership responsibility for identified curriculum areas, as agreed with Trust and school leaders.
- Work collaboratively with colleagues to develop curriculum provision, resources and approaches to teaching.
- Where appropriate, use subject expertise to support colleagues and contribute to wider curriculum development.
- Ensure that appropriate health and safety procedures are followed when teaching practical activities or using specialist equipment, tools, materials or resources.
- Ensure that pupils are taught to use equipment, tools, materials and resources safely and responsibly.
- Contribute to the appropriate organisation, maintenance and safe storage of resources within assigned areas of responsibility.
- Undertake relevant professional development and training associated with assigned teaching, curriculum and health-and-safety responsibilities.

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 postholder 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 matters.

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

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 postholder.

All staff participate in the school's performance management scheme.

The person undertaking this role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned. You may be required to carry out additional duties/tasks commensurate with level of this role. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.



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Post Title: Primary Teacher	Department:		Assessment Method
	Essential	Desirable	
Experience	• Experience of effective teaching within the primary age range. Experience of planning and delivering learning which meets the needs of pupils with differing starting points. Evidence of contributing positively to curriculum development and improvement. • A flexible approach to teaching with the capacity to implement change in terms of both innovation and consolidation of Best Practice • A commitment to multi-team working, coupled with a pro-active and independent approach to personal professional development • High expectations of self, colleagues, community and pupils • Ability to maintain a healthy work life balance and to support others in doing so • A passion for learning in all aspects of life and for all • A commitment to implement and promote Trust policy in all matters	• Working with a similar community • Teaching in a range of Primary age groups • Achieving high standards in terms of pupil outcomes in achievement, attainment and attitude to learning • Innovative educational practice • The use of ICT and other learning technology to promote high-quality learning • Experience operating machinery	

	• A commitment to the ethos and values of the Trust		
Skills & Competencies	• A sound professional knowledge of an personal commitment to the use of both established and innovative educational theory and philosophy in everyday practice • The capacity to take on and implement new ideas and adopt proven and successful practices on the basis of professional development	• Well-developed ICT and learning technology skills combined with the desire and ability to use them effectively in the classroom and beyond • Statutory legislation and guidance relating to education, including the National Curriculum and National Frameworks. • Ability to provide specialist advice and support to colleagues within an area of expertise. Confidence in leading professional discussion or development within a curriculum area. Experience of developing practical, creative or cross-curricular learning opportunities.	
Knowledge & Qualifications	• Secure knowledge of effective primary teaching, learning and assessment. Sound understanding of the National Curriculum and curriculum progression. Understanding of how teaching should be adapted for pupils with SEND, disadvantaged pupils and pupils with differing needs. Understanding of safeguarding responsibilities and the importance of safe working practices. • Qualified teacher status/eligibility for GTC recognition	• Additional relevant professional or accredited study. • Qualification or training relevant to Technology, Design and Technology, Computing, STEM or a related curriculum area. • Relevant health and safety training associated with practical curriculum teaching. • Strong subject knowledge in Technology or a related curriculum	

		area. Understanding of progression in Technology, Design and Technology, Computing or STEM.	
Physical, mental and emotional demand	• Commitment to helping provide a high quality service to children and families		
Other	• Willingness to participate in training and development	• Experience of working within a similar school or community context.	