



# Woodfield School

## Hawthorn Lane Site

Hawthorn Lane, Tile Hill, Coventry, CV4 9PB  
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## Stoneleigh Road Site

Stoneleigh Road, Gibbet Hill, Coventry, CV4 7AB  
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**Interim Principal:** Mr N De Groot

## JOB DESCRIPTION – Primary Teacher

*Woodfield School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.*

**Scale:** Main Pay Scale and SEN Point 1

**Responsible to:** Principal

**Responsible for:** Carrying out the duties of a primary teacher as set out in the most recent Teacher's Pay & Conditions Document. Your aim is to be an effective teacher who challenges and supports all our children to do their best and achieve their potential in the ethos of Woodfield Primary School.

**Core purpose:**

*To meet high professional standards in respect of:*

- Relationships with children
- Communicating and working with others
- Knowledge and understanding
- Skills to achieve consistent high quality learning and teaching across the School
- Promotion of a love of learning.

**General teaching duties:**

*To plan effectively to meet the needs of all pupils:*

- Developing creative and rigorous Schemes of Work and planning lessons which engage children to implement the School learning and teaching policy.
- Matching the design of lessons to the ability of pupils.
- Taking account of the need for progression in pupils' learning experience
- Taking account of the special educational needs of pupils and differentiating approaches to meet their needs

*To teach and manage pupils' learning by:*

- Ensuring effective teaching of whole class groups or individuals
- Establishing a purposeful, stimulating and safe learning environment conducive to learning and identify opportunities for learning in out-of-school contexts
- Setting high expectations of students' behaviour, through good classroom discipline, adherence to School climate for learning policy, focused teaching and productive relationships
- Using teaching methods which take account of different learning styles
- Using skills in literacy, numeracy and ICT to support teaching and wider professional activities.
- Plan for, organise and direct the work of support staff.

***To ensure pupils progress and that they meet or exceed their targets by:***

- Having high expectations of children , based on a sound knowledge of their prior, present and potential attainment.
- Providing challenge and support within lessons.
- Reporting to parents on the development, progress and attainment of pupils.
- Giving clear and constructive feedback to children on how to move their learning forward.

***To manage one's own performance and enhance the working atmosphere and ethos in the School by:***

- Applying School policies and practices consistently
- Working as a team member, identifying opportunities for working with colleagues and sharing development of effective practice
- Setting an example to pupils in work ethic, conduct, dress, punctuality and attendance
- Taking responsibility for one's own professional development, setting objectives for Improvement and keeping up to date in subject expertise and teaching skills
- Maintaining effective working relationships with teaching and support staff.

***To support the wider life of the School community and its individuals:***

- Work to published timescales for reports, publications and events
- Carry out procedures to satisfy School policy and practice
- Carry out weekly duties.

**Other Duties**

- To undertake such other duties, training and/or hours of work as may well be reasonably required and which are consistent with the role.
- To participate in performance management arrangements.
- To adhere to published school policies and procedures.
- To attend regular meetings with line manager.

**Safeguarding**

Teachers are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the School's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the School's Child Protection Procedure can be obtained from the jobholder's line manager.
- ***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

**Rehabilitation of Offenders Act 1974**

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the School's Disciplinary Procedure.

**Health and Safety**

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the School's Health and

Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

### **Confidentiality and Data Protection**

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy.

### **Equality and Diversity**

Woodfield School is committed to equality and values diversity. As such the School is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the School to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect, and are entitled to expect this in return.

### **Training and Development**

Woodfield School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

*This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.*

*This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests*

## Person specification

<b>Educational</b>	<ul style="list-style-type: none"><li>• Qualified teacher status.</li><li>• A record of consistently good teaching either as a PGCE/Teach First or Schools Direct student or as a qualified teacher.</li><li>• Evidence of commitment to continuing professional development.</li></ul>
<b>Knowledge</b>	<ul style="list-style-type: none"><li>• Good knowledge of KS1 &amp; KS2.</li><li>• Sound phonic knowledge.</li><li>• Understanding of the requirements of good classroom management.</li><li>• Understanding of the significance of school ethos.</li></ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"><li>• Good organisational skills.</li><li>• Ability to create a safe, stimulating and imaginative learning environment.</li><li>• Ability to bring learning to life.</li><li>• Excellent behaviour management strategies.</li><li>• Ability to communicate well and establish and maintain excellent professional working relationships with children, parents and staff.</li></ul>
<b>Personal characteristics</b>	<ul style="list-style-type: none"><li>• The willingness to go the extra mile for children and accept no excuses for underachievement.</li><li>• Energetic and enthusiastic.</li><li>• Reflective and evaluative about own practice.</li><li>• A sense of humour.</li></ul>

***All employees of Woodfield School are required to comply with the School Equal Opportunities Policy when undertaking the duties of their job.***