



Coventry City Council

## Job Description

**Vacancy Reference No:**

**Job Title:** Teacher

**Job Number:**

**Directorate:** Coventry City Council

**Post Number:** Various

**Service:** Services for Schools

**Grade:** TMS

**Location:** MOSELEY PRIMARY SCHOOL

**Job Purpose:**

To carry out teaching and other professional duties.

**Main Duties and Responsibilities:**

1. Plan and prepare lessons for a class or a group of pupils allocated to him/her.
2. Teach, according to their educational needs, the pupils assigned to him/her, including the setting and marking of work to be carried out by the pupil in school and elsewhere.
3. Assess, record and report on the development, progress and attainment of pupils and make records of and reports on the personal and social needs of the pupils.
4. Promote the general progress and well-being of individual pupils and of any class or group of pupils assigned to him/her.
5. Communicate and consult with the parents of pupils.
6. Participate in the relevant appraisal arrangements of the school.
7. Review from time to time his/her methods of teaching and programmes of work.
8. Attend and fully participate in weekly staff, planning and phase meetings.
9. Participate in arrangements for his/her further training and professional development as a teacher.
10. Advise and co-operate with the headteacher and other teachers on the preparation and development of courses of study, teaching programmes, methods of teaching and assessment and pastoral arrangements.

11. Maintain good order and discipline among pupils and safeguard their health and safety when they are authorised to be on the premises and when they are engaged in authorised school activities elsewhere.
  12. Undertake any other reasonable duties as detailed by the headteacher.
  13. Lead a curriculum area.
  14. Carry out time limited key tasks as agreed in the annual Performance Management cycle.
  15. Any other duties and responsibilities within the range of the salary grade.
- 

All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

**Responsible for:**

**Responsible to:**

**Date Reviewed:**

**Updated:** 2012



Coventry City Council

## Person Specification

<b>Job Title:</b>	Teacher	<b>Job Number:</b>	
<b>Directorate:</b>	Coventry City Council	<b>Post Number:</b>	Various
<b>Service:</b>	Services for Schools	<b>Grade:</b>	TMS
<b>Location:</b>	MOSELEY PRIMARY SCHOOL		

	<b>Job Requirements</b>
<b>Knowledge:</b>	<ul style="list-style-type: none"><li>• Evidence of up to date knowledge of the National Curriculum, including the literacy and the numeracy strategies.</li><li>• Understanding of the significance of school ethos.</li><li>▪ Understanding of the requirements of good classroom management.</li></ul>
<b>Skills and Abilities:</b>	<ul style="list-style-type: none"><li>• Able to provide a practical commitment to an equal opportunities policy for gender, ethnicity, race and ability.</li><li>• Ability to establish and maintain close relationships with parents, the local community, other schools and external agencies.</li><li>• Ability to work in a team.</li><li>▪ Commitment to curriculum continuity between the primary phases.</li></ul>
<b>Experience:</b>	<ul style="list-style-type: none"><li>• Evidence of successful teaching placements.</li><li>• Evidence of good personal relationships.</li><li>• Evidence of experience of working with pupils who have special needs, both learning and behaviour.</li><li>• Evidence of involvement in INSET activities as a participant.</li></ul>
<b>Educational:</b>	<ul style="list-style-type: none"><li>• Qualified teacher.</li><li>• Evidence of commitment to continuing professional development.</li></ul>

<b>Special Requirements:</b>	<ul style="list-style-type: none"><li>• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.</li><li>• Excellent and unequivocal references.</li></ul>
------------------------------	--

**Date Reviewed:**

**Updated:** 2012