

## Job Description

**Vacancy Reference No:****Job Title:** Teacher**Job Number:****Directorate:** Coventry City Council**Post Number:****Service:** Services for Schools / Early Years**Grade:** TMS**Location:** Whitmore Park Primary School

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We are committed to policies of ensuring equal opportunities for all pupils and staff regardless of race, gender or disability, and to the active participation of parents in the life of the school.

**Job Purpose:**

1. To undertake the professional duties of a school teacher as outlined in the School Teachers Pay and Conditions Document, a copy of which is retained by the Head Teacher.
2. As a primary teacher, to teach pupils in the age range 4-11 years, being the pupils on the roll of the school.

**Main Duties and Responsibilities:**

1. Support the work of colleagues with responsibilities in other phases or curriculum areas to the overall benefit of the pupils.
2. Support other initiatives determined by the Head Teacher after consultation with the staff, or which arise from Local Authority or National initiatives.
3. Plan and prepare lessons for a class or a group of pupils allocated to him/her.
4. 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.
5. 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.
6. Promote the general progress and well-being of individual pupils and of any class or group of pupils assigned to him/her.
7. Communicate and consult with the parents of pupils.
8. Participate in the relevant appraisal arrangements of the school.
9. Review from time to time his/her methods of teaching and programmes of work.

10. Attend and fully participate in weekly staff, planning and phase meetings.
  11. Participate in arrangements for his/her further training and professional development as a teacher.
  12. Advise and co-operate with the Head Teacher and other teachers on the preparation and development of courses of study, teaching programmes, methods of teaching and assessment and pastoral arrangements.
  13. 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.
  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.
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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:** Head Teacher

**Date Reviewed:** February 2018

This job description will be reviewed at the end of the year in accordance with the needs of the school and its pupils. In addition, it may be reviewed at any time after consultation with you.

# Person Specification

<b>Job Title:</b>	Teacher	<b>Job Number:</b>	
<b>Directorate:</b>	Coventry City Council	<b>Post Number:</b>	
<b>Service:</b>	Services for Schools / Early Years	<b>Grade:</b>	TMS
<b>Location:</b>	Whitmore Park Primary School		

	Job Requirements
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of the new National Curriculum</li> <li>• Understanding of child development and personal and social education and its relevance to the learning process.</li> <li>• Understanding of how classroom resources may be organised appropriately.</li> <li>• Understanding of the need for good home/school relationships and of our responsibility to parents.</li> <li>• Understanding of the school's role in the wider community.</li> <li>• Understanding of, and commitment, to equal opportunities and the protection of children.</li> <li>• Understanding of the processes and procedures associated with the Code of Practice for SEN.</li> </ul>
<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>• Confident in the use of ICT to support learning.</li> <li>• Skilled in a range of behaviour management strategies.</li> <li>• Ability to place pupils at the centre of the learning process.</li> <li>• Ability to work as part of a team.</li> <li>• Willingness to engage in professional development.</li> <li>• Ability to inspire and lead others</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Evidence of ability to teach in KS1 &amp; KS2</li> <li>• Demonstrate clear evidence of good classroom practice and organisation, including record keeping and assessment.</li> <li>• Experience of leading a subject desirable.</li> </ul>
<b>Educational:</b>	<ul style="list-style-type: none"> <li>• Appropriate teaching qualifications.</li> <li>• Willingness to be involved in professional development and to attend suitable courses.</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>• Evidence of clear thinking about special needs pupils in the classroom, including gifted and talented pupils.</li> <li>• Good attendance and punctuality record.</li> <li>• Willing to participate in extra curricular activities.</li> <li>• Have a positive response to anti-bullying approaches and sympathetic with systems that support self discipline.</li> <li>• Have a calm, firm approach and a positive attitude with an awareness of strategies for managing children with challenging behaviour.</li> </ul>
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**Date Reviewed:** March 18

**Updated:** March 18