

# Job Description



<b>Job Title:</b>	Classroom Teacher	<b>Job Number:</b>	021584
<b>Location:</b>	Longford Park Primary School	<b>Salary:</b>	TMS/UPS

## Main Duties and Responsibilities:

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests

## Whole School Organisation, Strategy, and Development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Lead a subject across the school

## Health, Safety and Discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

## Professional Development

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others

## Communication

- Communicate effectively with pupils, parents and carers
- Communicating effectively with SLT and local Governing body

## Working with colleagues and other relevant professional

- Collaborate and work with colleagues and other relevant professionals within and beyond the school

- Develop effective professional relationships with colleagues

### **Personal and professional conduct**

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

### **Management of staff and resources**

- Direct and supervise support staff assigned to them, and where appropriate, other teachers
- Deploy resources delegated to them

### **Other areas of responsibility**

- Contribute to the wider life and ethos of the school for example, through extra -curricular activities
- The teacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

### **Other**

- To maintain personal and professional development to meet the changing demands of the post, participating in appropriate training activities.
- To support at all times and promote the agreed vision and aims and setting an example of personal integrity and professionalism.
- To safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.
- Other duties as may be determined from time to time within the general scope of the post. Duties and responsibilities outside of the post will only be required with the agreement of the post holder.

### **Responsible to: Headteacher**

This job description allocates duties and responsibilities but does not direct the particular time to be spent on fulfilling them. In allocating time to the performance of duties and responsibilities the teacher should use time directed in accordance with the school's time budget, and have regard to Clause 4(i)(f) of the School Teachers' Pay and Conditions document.

Duties are to be performed in accordance with paragraphs 33 to 36 in the School Teachers' Pay and Conditions document.

This job description is subject to local agreements detailed in the Coventry City Council Personnel handbook, (including the grievance procedure outlined in section G) which has been agreed by the school's Governing Body.

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**The School is committed to safeguarding children and promoting children's welfare. This post is subject to all the relevant pre-employment checks set out in Keeping Children Safe in Education, including an enhanced DBS certificate with a barred-list check.**

The School will take all reasonably practicable steps to ensure the health, safety and welfare of all employees and any other person that enter the school or are affected by the activity undertaken, in line with statutory compliance. All employees are required, to adhere to the School's policies and procedures to protect themselves and others around them. Health and safety does not stand alone; it is embedded into daily practice, in line with relevant health and safety legislation, safeguarding and Ofsted requirements. Post holders will be accountable for carrying out all duties and responsibilities with due regard to the School's Equal Opportunities Policy.

In accordance with the GDPR UK regulations, duties which include processing of any personal data must be undertaken within the scope of the School's Data Protection policy.

**Date Reviewed:** December 2023

# Person Specification



<b>Job Title:</b>	Classroom Teacher	<b>Job Number:</b>	021584
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<b>Attributes</b>	Experience of teaching in primary schools in a range of key stages	<b>Essential</b>
	Able to evidence excellent pupils progress	<b>Essential</b>
	Experience of working positively and closely with staff, parents and guardians	<b>Essential</b>
	Effective experience in creating a positive climate and environment to secure accelerated learning	<b>Essential</b>
	Recent OFSTED/experience	<b>Desirable</b>
<b>Education and Training</b>	Qualified Teacher Status	<b>Essential</b>
	Thorough knowledge of teaching, learning and curriculum in primary schools	<b>Essential</b>
	Commitment to continued professional development	<b>Essential</b>
	Evidence of recent & relevant training	<b>Essential</b>
	Safeguarding Awareness	<b>Essential</b>
<b>Professional Knowledge and Skills</b>	An excellent classroom practitioner	<b>Essential</b>
	Effective use of assessment data to plan sequence of learning that secures accelerated progress	<b>Essential</b>
	Work effectively as part of a team, relating well to colleagues, pupils and parents	<b>Essential</b>
	Excellent use of technology to support learning	<b>Essential</b>
	High expectations of all pupils	<b>Essential</b>
	Detailed knowledge of the National Curriculum and its planning and delivery	<b>Essential</b>
	Evidence of ability to maintain high standards of behaviour and develop attitudes of care, control and co-operation	<b>Essential</b>

	Experience of curriculum planning as part of a team	<b>Essential</b>
	Ability to self-motivate and work with support staff	<b>Essential</b>
	High level oral and written communication skills and ability to communicate with a wide range of audiences	<b>Essential</b>
	Able to offer subject expertise	<b>Desirable</b>
	High levels of organisational and planning skills	<b>Essential</b>
	Ability to use initiative, solve problems, make decisions and motivate others	<b>Essential</b>
	Ability to relate to and empathise with pupils and to build trusting relationships with them	<b>Essential</b>
	Excellent written and verbal communication skills	<b>Essential</b>
<b>Any Additional Factors</b>	A commitment to abide by and promote equal opportunities, Health and Safety and Child Protection Policies including Keeping Children Safe in Education (2019)	<b>Essential</b>
	Commitment to an involvement in extra-curricular activities	<b>Essential</b>