


HOLLYFAST PRIMARY SCHOOL

EARLY CAREERS TEACHER



Hollyfast Primary School Job description

	Early Careers Teacher (ECT)	
Responsible to Headteacher	Reviewed by	Last updated
<p>All teachers are subject to the conditions of employment set out annually in the School Teachers' Pay and Conditions Document. (STPCD) This details the professional and particular duties required of teachers, together with the requirements for Management time, working time and guaranteed PPA. The school complies with these requirements in order to make reasonable demands of teachers. Reference should also be made to the National Professional Standards for Teachers, (2012) which articulates the expectations for teachers, supplemented by career stage expectations.</p>		
The Post		
<p>As an ECT you will be expected to prepare, deliver, review and evaluate the aspects of the curriculum which you deliver to your classes. This is to be undertaken in relation to school policies, curriculum documentation and the School Improvement Plan. You will also be expected to maintain and develop your professional and curriculum skills by attending appropriate in-service training courses. Your daily professional conduct and practice should meet career stage expectations as outlined in the Teachers' Standards 2012.</p> <p>Main Duties and Responsibilities</p> <ol style="list-style-type: none"> 1. Plan and prepare lessons for a class or a group of pupils. 2. Teach, according to each child's educational needs, including the setting, marking and feedback of learning 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 professional learning sessions. 9. Participate in arrangements for further training and professional development as a teacher. 10. Advise the Senior Leadership Team and other teachers on the preparation and development of courses of study, teaching programmes, methods of teaching and assessment and pastoral arrangements. 11. Maintain classroom and behaviour management 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 Senior Leadership Team. 13. Lead a curriculum area if required. 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. 		
<p>Additionally, STPCD requires teachers to be involved in:</p> <ul style="list-style-type: none"> • Advising and co-operating with the Head Teacher and other teachers on preparation and development of course study, teaching materials, teaching programmes, methods of teaching assessment and pastoral arrangements • Taking any such part as may be required in the review, development and management of activities relating to the curriculum. Organisation and pastoral functions of the school • Co-ordinating or managing the work of other staff. <p>Professional Responsibility</p> <ul style="list-style-type: none"> • Undertake annual review to discuss achievements in line with the job description and identify any training needs. • Attend relevant training courses to update knowledge and extend understanding within particular areas. • Any other duties and responsibilities within the range and salary grade. • To comply with the School's Professional Code of Conduct as part of the terms and conditions of employment and it is the responsibility of the employee to read the Code and all employees are responsible for their own actions. 		
<p>Main scale teachers will therefore be asked to collaborate in the development of teaching standards and improvement work in specified subject(s) or areas.</p>		

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Over time, this might reasonably include:

- Reviewing and developing the curriculum policy in the subject(s).
- Quality assuring the quality of planning, teaching and learning outcomes in the subject(s) by other teachers in order to evaluate the strengths and areas for development or the impact of school improvement work.
- Analysing and evaluating relevant subject-specific assessments for individuals, groups or cohorts.
- Considering next steps in the subject(s) for further development.
- Supporting, mentoring and coaching staff in the subject(s), where appropriate
- Reporting on the progress, achievement and standards in the subject(s) to staff, governors and parents
- Arranging and promoting relevant subject enrichment to promote pupils enthusiasm and interest.

This job description will be supported by ongoing discussions with Senior Leaders. Key tasks, responsibilities and outcomes will be derived from the School Development Plan and other school priorities.

The post holder must comply with Coventry City Council's Health and Safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To co-operate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their Head Teacher, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

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:

Updated: