

Templars Primary School

JOB DESCRIPTION – MAIN SCALE TEACHER

Job title:	Class Teacher
Salary and grade:	Standard national scale in line with the current <i>School Teachers' Pay and Conditions</i> document
School:	Templars Primary School
Line manager:	The headteacher, members of senior leadership team (SLT) and the governing body of the school
Supervisory responsibility:	The postholder may be responsible for the supervision of the work of classroom assistants relevant to their responsibilities

Main purpose of the job:

- To be responsible for promoting and safeguarding the welfare of children and young people within the school
 - To offer all learners an excellent education in a stimulating environment, which provides equality of opportunity for all
 - To deliver the National Curriculum as relevant to the age and ability group/subject, through the Templars Tailored Curriculum
 - To work in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies
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Duties and responsibilities

All teachers are required to carry out the duties of a school-teacher as set out in the current *School Teachers Pay and Conditions* document. The following areas have been highlighted as being of particular importance at Templars.

Teaching

- Be a positive role model in terms of behaviour, work and attitudes
- Set high standards of work and behaviour in the class and all other areas of the school
- Plan for progression across the age and ability range you teach, designing effective lessons/programmes of work in accordance with the needs of individual learners
- Teach challenging, well organised lessons, using an appropriate range of teaching strategies which meet individual learners' needs
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for providing challenge and monitoring learners' progress and levels of attainment
- Provide timely, accurate and constructive feedback on learners' attainment, progress and areas for development
- Deliver the National Strategies as relevant to the age and ability group/subject that you teach, other relevant initiatives and the school's own schemes of work
- Advise and work collaboratively with others on the preparation and development of teaching materials, teaching programmes, teaching pedagogy and assessment and pastoral arrangements as appropriate

Other

- Carry out playground and other duties as directed and within the remit of the *School Teachers' Pay and Conditions* document
- Communicate and consult with the parents/carers of learners
- Communicate and co-operate with any relevant external bodies
- Be fully conversant with the school's procedures and policies

Performance management

- Participate fully with arrangements made in accordance with the revised Performance Management Regulations 2012

Professional development

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well being, refining your approaches where necessary
- Be responsible for your own continuous professional development and participate fully in training and development opportunities identified by the school or as developed as an outcome of your performance management

Health and well-being

- Establish a purposeful and safe learning environment for learners
- Manage learners' behaviour constructively by establishing and maintaining a clear and positive framework for discipline, in line with the school's behaviour policy
- Use a range of behaviour management techniques and strategies adapting them as necessary to promote self control and independence of all learners
- Raise all concerns regarding the behaviour, progress or welfare/child protection of any learner with the appropriately identified person
- Be responsible for promoting and safeguarding the welfare of children and young people within the school

Team working and collaboration

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them

Administration

- Participate in and carry out any administrative and organisational tasks within the remit of the *School Teachers' Pay and Conditions* document
- Register the attendance of and supervise learners, before, during or after school sessions as appropriate

Exercise of particular duties

- Perform any reasonable duties as requested by the headteacher

Note

This job description is not your contract of employment nor any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

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

Post holders will be accountable for carrying out all duties and responsibilities with 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.

Signature of post holder:

Date: / /

Signature of headteacher:

Date: / /

Updated: October 2020

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Person Specification – MAIN SCALE TEACHER

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Knowledge

- Evidence of up to date knowledge of the National Curriculum, including the literacy and the numeracy strategies
 - Understanding of the significance of school ethos
 - Understanding of the requirements of good classroom management
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Skills and Abilities

- Able to provide a practical commitment to an equal opportunities policy for gender, ethnicity, race and ability
 - Ability to establish and maintain close relationships with parents, the local community, other schools and external agencies
 - Ability to work in a team
 - Commitment to curriculum continuity between the primary phases
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Experience

- Evidence of successful teaching placements
 - Evidence of good personal relationships
 - Evidence of experience of working with pupils who have special needs, both learning and behaviour
 - Evidence of involvement in INSET activities as a participant
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Education

- Qualified teacher
 - Evidence of commitment to continuing professional development
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Special Requirements

- This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.
 - Excellent and unequivocal references
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Updated: October 2020