

## WESTCOURT PRIMARY & NURSERY SCHOOL

### Job Description

<b>Post Held</b>	Class Teacher
<b>Salary Scale</b>	MPS
<b>Purpose of Job</b>	Providing high quality teaching for all pupils
<b>Professional Duties</b>	<p><b>Teaching &amp; Learning</b></p> <ul style="list-style-type: none"> <li>• Having a thorough understanding of the National Curriculum and Foundation Stage, and the school's own schemes of work.</li> <li>• Using a variety of teaching methods appropriate to task and learning needs of all pupils.</li> <li>• Planning and preparing lessons with clear learning outcomes for all groups of children.</li> <li>• Teaching 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.</li> <li>• Assessing, recording and reporting on the development, progress and attainment of pupils in line with national and school requirements.</li> <li>• Giving positive feedback to pupils about their work, ensuring they know how to improve.</li> <li>• Setting clear challenging targets for all pupils.</li> <li>• Teaching is consistently of a good or better standard.</li> <li>• Ensure homework consolidates or extends learning as per Homework Policy/Home School Agreement.</li> </ul>
<b>Requirements for Teaching &amp; Learning</b>	<ul style="list-style-type: none"> <li>• Have a thorough and up-to-date knowledge and understanding of the statutory aspects of the Foundation and KS2 stages of the NC and in particular the 'Early Learning Goals' and how these lead onto the KS2 programmes of study.</li> <li>• Use teaching approaches and activities which develop mathematical understanding and foundations for numeracy.</li> <li>• Encourage pupils to concentrate and persevere in their learning for sustained periods, to listen attentively and to talk about their experiences in small and large groups.</li> <li>• Encourage pupils to talk about their learning and develop self-control and independence.</li> <li>• Use teaching approaches and activities which offer opportunities for first-hand experience and co-operation, and which use play and talk as a vehicle for learning.</li> <li>• Encourage pupils to talk about their learning and develop self-control and independence.</li> <li>• Understanding the importance of planning from children's interests.</li> </ul>
<b>Requirements for Pastoral</b>	<ul style="list-style-type: none"> <li>• Promoting the general progress and well-being of individual pupils and of the class.</li> <li>• Maintaining good discipline in line with the school's positive behaviour policy.</li> <li>• Accepting responsibility for care and safety of children following health and safety guidelines.</li> <li>• Liaising with parents, colleagues and outside agencies.</li> <li>• Undergo First aid training.</li> <li>• Be aware of the responsibility for personal health and safety and welfare and that of others who may be affected by your actions or inaction.</li> <li>• Manage, with the support of an experienced specialist teacher, if necessary, the work of parents and other adults in the classroom to enhance learning opportunities for pupils.</li> </ul>

- Liaise effectively with parents and other carers and with agencies with responsibility for pupils' education and welfare, including home visits.
- Foster close relationships between the School, the pupils' homes and the local community.
- Liaise with feeder school staff to enhance the identification and educational provision made for those pupils who may need additional support on joining the School.
- Discuss with parents, where necessary, the requirements for transfer to Primary school, eg completion 'The Unique Story'.
- Assist in the organisation of any Primary school induction day visits.

#### **Management and Personal Development**

- Managing own time and pupils' time effectively.
- Supervising work of TAs, voluntary help and students, producing reports as necessary.
- Participating in appraisal arrangements in accordance with the Performance Management policy and National Teachers Standards.
- Active involvement in further professional development, reviewing personal methods of teaching and programmes of work.
- Taking on board and acting upon points for development in line with the Monitoring and CPD policies.

#### **Administration**

- Completing weekly and daily plans in line with school policy and following long- and medium-term plans.
- Completing annual pupil reports and any relevant documents for transfer or special needs purposes.
- Using assessment data and target setting to ensure satisfactory or better progress of all pupils.
- Registers of attendance, in line with school procedures.

#### **Exercise of general professional duties**

- A teacher shall carry out the professional duties of teacher as circumstances may require in accordance with any directions which may be given to him/her by the Headteacher from time to time.
- You are to carry out the duties of a schoolteacher as set out in Pay and Conditions 2006 and subject to any amendments due to government legislation. This includes any duties as may be reasonably directed by the Headteacher.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder.

It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties, including the provision of high-quality teaching and learning and the pastoral care of the children in their charge. Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

Name of Teacher:	Dated:
Signed:	Revision date:

**WESTCOURT PRIMARY & NURSERY SCHOOL**

**Person Specification**

**First for Primary Education**

Criteria	Qualities
<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Degree</li> <li>• Successful primary teaching experience</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of the National Curriculum</li> <li>• Knowledge of effective teaching and learning strategies</li> <li>• A good understanding of how children learn</li> <li>• Ability to adapt teaching to meet pupils' needs</li> <li>• Ability to build effective working relationships with pupils</li> <li>• Knowledge of guidance and requirements around safeguarding children</li> <li>• Knowledge of effective behaviour management strategies</li> <li>• Good ICT skills, particularly using ICT to support learning</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>• High expectations for children's attainment and progress</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> </ul>

Postholder's signature:

---

Date:

---