



Job Description and Key Accountability Areas

Main Purpose of Job

- To deliver high quality lessons that meet the educational needs of all children using an equitable approach, whilst maintaining a standard of outstanding teaching and learning.

Key Accountability Areas

Learning and Teaching

- To prepare and teach high quality lessons that meet the needs of all children in your class, ensuring an equitable approach.
- To follow and contribute to schemes of work.
- To assess pupil work providing a range of effective feedback methods to encourage further engagement and improvement.
- To maintain comprehensive records of pupils' progress and assessment in line with whole school policy.
- To report on pupil progress in line with whole school policy.
- To attend parents' evenings and communicate regularly and effectively with parents, maintaining positive relationships.
- To promote the progress of all individual pupils and their well-being.
- To monitor and support the wellbeing of all pupils within your class through effective strategies and discussing individuals in SEND/Nurture Clinics on a small termly basis.
- To maintain a nurturing, safe and appropriate learning environment in line with the school's policies.

Whole School Responsibilities

- To understand and carry out all safeguarding responsibilities as set out in KCSIE 2025 and within school policies.
- To participate in staff meetings, INSET meetings and consultations, which relate to the general wellbeing and development of the school.
- To maintain high standards of behaviour of all pupils, using positive behaviour management techniques and be able to adapt these to meet the needs of individual pupils.
- To advise and co-operate with the Head Teacher and other staff members on the preparation and development of policies, schemes of work, teaching materials, methods of teaching and assessment and pastoral arrangements
- Taking appropriate responsibility for one's health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally adopted policies; including taking responsibility for raising concerns with your line manager
- Participating in arrangements in line with school performance management procedures.

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

The appointment is subject to the current conditions of service for Teachers as contained in the School Teachers' Pay and Conditions document and other current education and employment legislation.

Note - The duties required of all teachers under Pay and Conditions legislation are a necessary part of this job description. This job description is not necessarily a comprehensive definition of the post. It will be during the first year and will be subject to modification and amendment after consultation with the post holder.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The post holder will be subject to enhanced Disclosure and Barring Service (DBS) checks prior to commencing employment.



Person Specification

Expertise		Application	Interview	Essential	Desirable
1. Qualifications	• DFE recognised Qualified teacher status	✓		✓	
	• Degree or equivalent	✓		✓	
	• Evidence of continuous training and commitment to further professional development	✓			✓
2. Knowledge and Experience	• A good working knowledge of the National Curriculum	✓	✓	✓	
	• Successful award of QTS	✓	✓	✓	
	• An understanding of the learning and teaching process for pupils and how assessment feeds into this	✓	✓		✓
	• An understanding of promoting the personal, social, moral, cultural and spiritual development of pupils		✓		✓
3. Professional qualities and skills	• An awareness and up to date knowledge of Keeping Children Safe in Education 2025 and other related safeguarding documents	✓	✓	✓	
	• Communication skills (both orally and in writing) including the ability to make points clearly and understand the views of others	✓	✓	✓	
	• High expectations of pupil achievement and attainment	✓	✓	✓	
	• Committed to the provision of a broad and balanced curriculum which meets the needs of all children and promotes their individual development	✓	✓	✓	
	• Committed to positive behaviour management	✓	✓	✓	
	• Personal and effective ICT skills		✓	✓	
	• Understanding and knowledge of assessments processes including collection, analysis and use of data to inform future planning and necessary adaptations	✓	✓	✓	
	• Committed to high standards of achievement, behaviour and social development	✓	✓	✓	
	• A commitment to equal opportunities for all pupils, staff and parents at the school		✓	✓	
	• Flexible in approach and willing to learn and develop new skills, and lead by being an excellent role model to all staff and pupils		✓	✓	
• Willing to work in partnership with the Head Teacher, staff, parents and governors to promote and achieve the aims of the school		✓	✓		

Capel-le-Ferne
 Capel Street, Capel-le-Ferne, Folkestone, Kent,
 CT18 7HB, Phone: 01303 251353



Primary School
 Headteacher – Mr A Richards
 Email: office@capel-le-ferne.kent.sch.uk

4. Personal Characteristics	• An ability to motivate yourself while remaining calm under pressure		✓	✓	
	• Approachable, well organised and hard working	✓	✓	✓	
	• Understanding of the principles of effective learning and the ability to promote a culture of learning in the class	✓	✓	✓	
	• Understanding of the principles of good curriculum provision	✓	✓	✓	
	• Understanding of the role of assessment in children's learning	✓	✓	✓	
5. Ethos and Inclusion	• A commitment to support the Head Teacher and senior leaders in all areas of school life		✓	✓	
	• An understanding of equality of opportunity for all pupils and staff in the school		✓	✓	