



## **JOB DESCRIPTION – Teacher**

**POST:** Main Scale Teacher (Primary)

**SCHOOL:** Short Heath Federation

**PAY RANGE:** M1 – UPS3

### **Job Purpose:**

To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies, under the direction of the Executive Headteacher and/or Head of School within the school and possibly, on occasion, the Federation.

### **Areas of Responsibility and Key Tasks**

#### **Planning, Teaching and Class Management**

Teach allocated pupils by planning their teaching to achieve progression of learning through:

- identifying clear teaching objectives and specifying how they will be taught and the success criteria by which they will be assessed;
- setting tasks which challenge pupils and ensure high levels of interest;
- setting appropriate and demanding expectations;
- setting clear targets, building on prior attainment
- identifying SEN or very able pupils;
- providing clear structures for lessons maintaining pace, motivation and challenge;
- making effective use of assessment and ensure coverage of programmes of study;
- ensuring effective teaching and best use of available time;
- maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework;
- using a variety of teaching methods to:
  - i. match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
  - ii. use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
  - ii. select appropriate learning resources and develop study skills through use of library, I.C.T. and other sources;
- ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- evaluating own teaching critically to improve effectiveness;

- ensuring the effective and efficient deployment of classroom support
- taking account of pupils' needs by providing structured learning opportunities which develop the areas of learning identified in national and local policies and particularly the foundations for literacy and numeracy;
- encouraging pupils to think and talk about their learning, develop self control and independence, concentrate and persevere, and listen attentively;
- using a variety of teaching strategies which involve planned adult intervention, first-hand experience and play and talk as a vehicle for learning.

### **Monitoring, Assessment, Recording, Reporting**

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- mark and monitor pupils' work and set challenging targets for progress;
- assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving;
- undertake assessment of learners as requested by examination bodies and school procedures;
- prepare and present informative reports to parents.

### **Curriculum Development**

- Have lead responsibility for a subject or aspect of the school's work and develop plans which identify clear targets and success criteria for its development and / or maintenance;
- contribute to the work of the Federation;
- contribute to the whole school's and federation's planning activities.

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

Employees will be expected to comply with any reasonable request from a member of the Leadership Team to undertake work of a similar level that is not specified in this job description.

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation

This job description may be amended at any time following discussion between the Executive Headteacher and member of staff, and will be reviewed annually.



## PERSON SPECIFICATION – Main Scale Teacher

### Essential Characteristics

You must:

- Have Qualified Teacher Status
- Be an exceptional teacher, never graded less than good
- Be committed to excellence and hold the highest expectations of what children, with your help, can achieve
- Have experience of working in Early Years, KS1 or KS2
- Be able to create a highly effective and inclusive learning environment for all pupils
- Have a good working knowledge of Assessment for Learning
- Have excellent communication and interpersonal skills
- Be totally committed to working as part of a team which includes colleagues, governors, parents and volunteers
- Want to continuously improve
- Have a commitment to the Christian ethos of the federation
- Promote British Values and SMSC development throughout the curriculum
- Make learning fun every day

### Desirable Characteristics

You should:

- Be flexible and, should the need arise, willing to work in one of the other federation schools
- Have experience of working across the primary age range

### Personal characteristics

The sort of person we are looking for will have:

- Energy
- Enthusiasm
- Organisational skills
- An ability to gain the trust and loyalty of pupils, parents and colleagues
- ... and be able to make learning and coming to work every day fun!

All of the above will be underpinned by an unswerving commitment to child safeguarding and to the belief that, Every Day, In every way, Everyone matters.