Millfield Primary School

JOB DESCRIPTION AND PERSON SPECIFICATION
Class Teacher (Main Scale)

Grade:	Main Scale
Responsible to:	Headteacher
Direct Reports:	Key Stage Leader
Indirect Reports:	Deputy Headteachers
Job Description Issue Date:	

Postholder Name:	
Postholder Signature:	

Purpose of the Role

As a Main Pay Range Teacher you are required to be competent in all elements of the Teacher Standards, to discharge the Teachers Responsibilities as set out in Part 6 Contractual Framework for Teachers of the School Teachers Pay and Conditions Document 2013 and as may be amended by subsequent Documents and to act in accordance with the school's ethos, policies and practices, under the direction of the Headteacher.

General Responsibilities

- Be familiar with and support the Trust's Vision, Values and Goals;
- Be aware of and comply with relevant policies and procedures, including those relating to safeguarding, health and safety, confidentiality and data protection;
- Embrace and celebrate diversity, ensuring equal opportunities for all;
- Contribute to the overall aims of the Trust;
- Behave in a professional manner at all times demonstrating mutual respect, good manners, politeness and common courtesies for all members of our community. We expect employees to behave in a manner that role models positive behaviours for our students;
- Ensure own continuous professional development, seeking active opportunities for innovative and effective practice; and
- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

Specific Responsibilities

1. Teaching

1.1 Plan and teach lessons and sequences of lessons to the class(es) you are assigned to teach within the context of the school's plans, curriculum and schemes of work in order to achieve target levels of pupil attainment, progress and outcomes;
1.2 Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
1.3 Set and mark work to be carried out by the pupil in school and elsewhere;
1.4 Participate in arrangements for preparing pupils for external examinations.

2. **Whole school organisation, strategy and development**

2.1 Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.
2.2 Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.
2.3 Supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do so. (You will only rarely be required to provide such cover in circumstances that are not foreseeable).

3. Health, safety and discipline

3.1 Promote the safety and well-being of pupils in accordance with the school's Child Protection and other relevant policies.
3.2 Maintain good order and discipline among pupils in accordance with the school behaviour policy.

4. Management of staff and resources

4.1 Direct and supervise support staff assigned to you and, where appropriate, other teachers.
4.2 Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
4.3 Deploy resources delegated to you in accordance with school policies.

5. Professional development

5.1 Participate in arrangements for the appraisal and review of your own performance and, where appropriate, that of other teachers and support staff.
5.2 Participate in arrangements for your own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

6. Communication

6.1 Communicate with pupils, parents and carers in accordance with the school ethos, policies and practice.

7. Working with colleagues and other relevant professionals

7.1 Collaborate and work with colleagues and other relevant professionals within and beyond the school.
7.2 Participating in administrative and organisational tasks, including the direction or supervision of persons providing support for the teachers in the school, which require the exercise of your professional skills and judgement.

8. Fulfil wider professional responsibilities

8.1 Make a positive contribution to the wider life and ethos of the school;

Key Performance indicators

- Delivery of effective teaching
- Successful feedback from key stakeholders including and not limited to senior teachers, vice principals and executive principal
- Successful meeting of all of the relevant job description requirements.

Key Relationships (Internal and External)

- Principal
- Senior Leadership Team (SLT)
- Finance Manager
- Administration Team
- School based teaching and support staff colleagues

- TEFAT members, other schools and further education establishments
- Any other stakeholders
- Parents and carers / guardians

Notes

- This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of TEFAT. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed;
- The responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment; and
- Recruitment and induction practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Barred list and enhanced Disclosure and Barring Service (DBS) check.

- This job description and related documents provides the standards and framework for Performance Management Objectives for a Main Pay Range Teacher which will be set under the school's Appraisal Policy before, or as soon as practicable after, the start of each appraisal period. The objectives set will be Specific, Measurable, Achievable, Realistic and Time-bound and will be appropriate to the teacher's role and level of experience. The appraiser and appraisee will seek to agree on the objectives but, if that is not possible, the appraiser will determine the objectives. Objectives may be revised if circumstances change. The objectives set for each teacher will, if achieved, contribute to the school's plans for improving the school's educational provision and performance and improving the educational opportunities of pupils at that school.

Person Specification - Class Teacher

	Essential	Desirable
Education and Qualifications		
Qualified Primary Teacher Status	X	
Post degree qualifications: (NPQML, NPQSL, Masters, NPQH etc)		X
Knowledge and Experience		
Experience of working in KS1/2	X	
Knowledge of the National Curriculum	X	
Knowledge of effective teaching and learning strategies	X	
Knowledge and understanding of effective behaviour management strategies and the ability to put these into practice	X	
A good understanding of how children learn	X	
Ability to adapt teaching to meet pupil's needs	X	
Ability to build effective working relationships with pupils	X	
Knowledge of guidance and requirements around safeguarding children	X	
Knowledge of current educational trends and initiatives		X
Ability to lead a NC subject		X
Professional Skills		
Good IT skills - Google or Microsoft	X	
A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	X	
High expectations for children's attainment and progress	X	
Ability to work under pressure and prioritise effectively	X	
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Personal Qualities		
Punctual	X	
Calm - ability to prioritise	X	

Team player; ability to establish and maintain positive relationships with pupils, parents, governors and the community	X	
Ability to work in accordance with Trust Values	X	
Commitment to ongoing continued professional development		X
Ability to offer pupils an afterschool club		X
Self-motivated with an appetite and stamina for challenging work		X