

Headteacher:
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Post of KEY STAGE TWO TEACHER

JOB DESCRIPTION & PERSON SPECIFICATION

Responsible to: Line Manager

Liaising with: Headteacher, Senior Leadership Team (SLT) as well as all staff and pupils

Salary: MPS / UPS according to experience

Start of Post: September 2018

The Job description below is subject to annual review.

Main Purposes

- To carry out the professional duties of a main grade teacher as defined in the School Teachers Pay & Conditions Document and Teachers Standards Sept 2012
- To apply high professional standards in whole school responsibility and contribute to improvement initiatives and school development planning as required
- To discharge other duties as required by the Headteacher within the scope and status of the post.

Policy and Legal Framework

The teacher will work within the framework of:

- School Teachers Pay & Conditions Document and Teacher Standards Sept 2012
- The latest national legislation of the National Curriculum
- School Policies, schemes on the curriculum and school organisation.
- Borough policies, in particular those relating to curricular aims and principles and to the equality of opportunity.

MAIN GRADE ACTIVITIES AND RESPONSIBILITIES: CORE TEACHING SKILLS

1. Curriculum Knowledge and Planning

- a) Plan using knowledge of school policies, national curriculum / revised EYFS areas of learning.
- b) Plan differentiated work to meet the needs of individuals and groups providing progression and continuity
- c) Communicate learning objectives supported by appropriate activities
- d) Take account of the personal, social and emotional needs of pupils and those deemed to be vulnerable
- e) Plan to manage pupil behaviour
- f) Work as a member of a team, planning co-operatively, sharing information, ideas and expertise
- g) Consult and plan with support staff, non-teaching staff and outside agencies, as appropriate
- h) Liaise with the SENCO to ensure that the Code of Practice is implemented fully.

2. Assessing, Recording and Reporting

- a) Monitor and assess pupils' work effectively using positive formative methods

- b) Ensure pupils' work is marked in a way that will help the pupil to understand how to further improve and actively involve pupils in the assessment process
- c) Use a variety of methods to assess pupils' learning and development according to National Curriculum requirements and school policy
- d) Use assessment to identify individual needs and to inform planning
- f) Keep records of pupils' progress in line with school policy and statutory requirements.
- g) Establish good relationships with parents to promote pupils' learning and development.
- h) Report achievement in line with school policy and statutory requirements.

3. Classroom Management

- a) Ensure the classroom is prepared and resourced for an active programme of learning before the start of each school session
- b) Maintain a stimulating, informative environment displaying pupils' work appropriately
- c) Organise an efficient and effective learning environment which enables children to be self-reliant and independent
- d) Teach pupils to take responsibility for resources and the environment
- e) Use a variety of suitable teaching and learning styles
- f) Gain and hold pupil attention through verbal and non-verbal strategies
- g) Ensure that the beginnings and endings of sessions and transitions from one activity to another are smooth
- h) Communicate clear expectations to pupils giving unambiguous instructions and explanations
- i) Communicate personal enthusiasm and stimulate and maintain interest in learning
- j) Manage appropriate and inappropriate behaviour to sustain a purposeful working atmosphere.
- k) Encourage the children to strive for excellence in work and behaviour.

MAIN GRADE ACTIVITIES AND RESPONSIBILITIES: MANAGEMENT SKILLS

4. Managing People

- a) To be responsible for the management of any Teaching Assistant or Support Staff who may be working with the class, promoting a positive working relationship and reporting any difficulties to the Leadership Team promptly
- b) To co-operate with all members of staff, parents and outside agencies in addressing the needs of children
- c) To communicate with parents of pupils in the class in order to discuss children's work or any other matters that arise. To document such information for the school official records, where appropriate
- d) To work with all members of staff and parents and children to ensure that the school's behaviour and discipline guidelines are implemented and to work at all times towards the happy, self-disciplined child.
- e) To attend and take a constructive part in staff meetings, INSET days and any other school INSET sessions.
- f) To attend meetings and Parents Evenings as required and agreed
- g) To take and lead year group, Key Stage and whole school assemblies when required (not applicable to NQTs).

5. Managing a Subject Area (not applicable to NQTs)

- a) To take a lead in a subject area (non-core) as agreed with the Leadership Team, by supporting staff in policy development and practice in this area
- b) To monitor this area through work scrutiny, pupil conferencing, discussion with staff, and any other ways.
- c) To advise other members of staff on the resources available and to monitor their use
- d) To contribute to the formulation of the School Improvement Plan and completing DP3 and DP8 of the Improvement Plan.

6. Managing Finance (not applicable to NQTs)

- a) To order resources for a specified area of responsibility
- b) Maintain financial records of resources and work within a set budget.

7. Managing Information

- a) Note all messages left on the staffroom white board. Note and respond to all communications sent via the class register
- b) Ensure that accidents, behavioural incidents, racist incidents are properly reported and recorded and any issues of Health & Safety are reported to the Senior Management or named Health & Safety co-ordinator
- c) Demonstrate an awareness of the schools' policies
- d) Ensure that the Headteacher is kept informed of significant positive and negative issues related to the class.

MAIN GRADE ACTIVITIES AND RESPONSIBILITIES: GENERAL

8. Personal Effectiveness

- a) To evaluate and review one's own teaching methods having regard for current educational practice and a whole school approach which supports the children's learning at all times
- b) To set high standards of punctuality. To be on time for the teaching sessions and to be in class to greet the pupils at the start of teaching sessions
- c) To keep up to date with current educational thinking and practice, by studying, reading and by attendance at appropriate courses, workshops and meetings as school duties permit
- d) To be able to communicate effectively both verbally and in written form on a specified area of responsibility
- e) To use PPA and any other classroom release time profitably for the betterment of the children's education and be able to account for this time as requested.

9. Whole School Commitment

- a) To demonstrate a commitment to the full life of the school and to work with all other members of staff to ensure the success of whole school initiatives and assemblies, displays, open evenings and other activities as they occur in the school year
- b) To undertake, with all other members of staff, general responsibilities concerned with the day to day running of the school
- c) To be supportive of the school's extra-curricular activities
- d) To take an active part in the school's involvement with the wider community
- e) To ensure the children's safety

Person Specification: KS1 Teacher

Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should mention any experience you have had that shows how you meet these requirements when you fill in your application form and prepare your supporting statement.

Qualifications	Qualified Teacher Status Evidence of continual professional development
Teaching	Current experience of teaching within the Primary Range 3-11 years Be graded at least as a good teacher by your current setting Have strong ICT skills and use ICT to enable learning
Relationships	Ability to establish and develop positive relationships with all those involved in the school Ability to develop parental support and to involve parents and the wider community in the day-to day life of the school. Ability to work effectively and productively with the school's partners e.g. the LA, Health and other visiting professionals

Personal, interpersonal and communication skills	<p>Ability to relate well to children, to know & treat each child as an individual</p> <p>Ability to prioritise & manage own time effectively & be resilient under pressure.</p> <p>Ability to communicate to staff, parents/carers and governors and the wider community effectively in writing and orally</p> <p>Ability to deal sensitively with people</p> <p>Highly competent in the use of information technologies</p> <p>Enthusiastic, Flexible and approachable</p>
Education philosophy	<p>Committed to always putting the child first</p> <p>Committed to raising achievement through partnerships with parents and Education Services</p>
Equal opportunities	<p>A strong knowledge of, and commitment to, inclusion and equality of opportunity</p>
Safeguarding	<p>Committed to safeguarding and promoting the welfare of children and expecting all staff to share this commitment</p>