

St John the Divine Church of England Primary School

YEAR SIX CLASS TEACHER WITH RESPONSIBILITY FOR ENGLISH

Job Description

Responsible to: **The Head Teacher**

Salary: **Main Pay Scale / UPS + TLR**

General Duties

To act within, the statutory frameworks, which set out the professional duties and responsibilities and in line with the duties outlined in the current School Teachers Pay and Conditions Document and Teacher Standards (2012). To take responsibility for promoting and safeguarding the welfare of children and young pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position. To provide excellent opportunities for the development of pupils and to establish and maintain positive relations with pupils, parents and the wider school community.

Purpose of job

- To maintain the school's Christian ethos and demonstrate the core values of the school
- To be an effective and reflective classroom teacher able to demonstrate and share good practice.
- To plan and prepare lessons, ensuring that planning, preparation, assessment and reporting meets the individual needs of our children
- Be responsible and accountable for achieving the highest possible standards in work and conduct
- To implement school policies, national requirements and local policies
- To lead by example and to monitor and evaluate classroom practice

Main Duties and Responsibilities

- To undertake the duties and responsibilities of a classroom teacher as set out in School Teachers' Pay and Conditions
- To use assessment data to plan lessons based on a thorough understanding of what the children can do and to use a range of assessment practice to assess pupils' progress and attainment within lessons
- To plan and deliver interesting, stimulating well-structured lessons that motivate and include all learners
- To develop a stimulating and interactive learning environment through the use of display and resources, to engage and inspire
- To ensure the maintenance of good order and discipline among all students and safeguard their Health and Safety, both on school premises and when they are engaged in authorised activities elsewhere.
- To report to parents formally at key points throughout the year and informally through daily discussions

- To work with Senior Leaders and outside agencies to meet the needs of all children
- To keep abreast of current good practice through reading, attending courses, evaluating materials, resources and ideas and visiting schools.
- To establish a partnership with parents involving them in their child's learning through regular communication, after school clubs, workshops and homework etc.
- Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils
- To be able to work effectively and co-operatively within a multi-disciplinary team and to take an active role in school
- To be aware of the school's and the Local Education Authority's Equal Opportunity Policy, ensuring that all children have full access in order to maximise their achievement and minimise inequality.

English

- To provide professional leadership and direction for the teaching of English across the school
- To work with Senior Leadership Team and the inclusion team, ensuring that the needs of all children are met.
- To lead, by example, to develop and enhance the teaching practice of other staff, improving the quality of education and raising standards
- To co-ordinate assessment and record keeping procedures across the school; to analyse data and set clear targets, holding teachers to account
- To prepare for and lead staff meetings
- To prepare displays, assemblies, organise and lead parents meetings as appropriate to promote understanding and development of own area.
- To keep abreast of current good practice through reading, attending courses, evaluating materials, resources and ideas and visiting schools.
- To manage a budget effectively and efficiently ensuring that financial regulations are adhered to.
- To report to the governing body on pupil progress in English

This job description may be amended at any time after discussion with you but in any case it will be reviewed one year after appointment.

- Teachers are responsible to the Headteacher and, in her absence or on her behalf, the Deputy Head Teacher.
- Teachers are accountable to parents/carers and are in loco parentis when engaged in authorised school activities.
- Teachers are responsible for the curriculum they provide which should reflect school and local education policy and Government legislation.

Equal Opportunities

To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

Safeguarding

To have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority

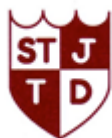
Health and Safety

To work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with whom contact is made, such as members of the public, in premises or sites controlled by the school.

To ensure compliance of procedures are observed at all times under the provision of safe systems of work through a safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.

Data Protection

When working with computerised systems to be completely aware of responsibilities at all times under the Data protection Act for the security, accuracy, and significance of personal data held on such systems.



YEAR SIX CLASS TEACHER WITH RESPONSIBILITY FOR ENGLISH

Person Specification

Qualifications and Training	
Essential	Desirable
Qualified teacher status	
First Degree or Equivalent	
Up-to-date and current knowledge of the national curriculum and matters relating to education	
A record of continuous professional development	
Experience	
Essential	Desirable
Excellent Classroom practitioner	Experience of primary teaching in an inner city primary school
Recent experience of working effectively with pupils across the primary age range	Experience of working in more than one age group
Experience of subject leadership	Experience of leading literacy
Experience of teaching literacy across Key Stage One and Key Stage Two	
Effective behaviour management, with clear boundaries, sanctions, praise and reward	
Knowledge, skills and competencies	
Essential	Desirable
Knowledge and experience of the characteristics of high quality teaching and the willingness to adopt new strategies for improving and sustaining high standards of teaching, learning and achievement for all pupils.	
Strong, current, English subject knowledge * <i>see below</i>	
Ability to identify, take direction and respond to key issues affecting children's progress and performance.	
Knowledge of delivering the curriculum to children with complex needs	
Ability to set achievable targets and raise standards through planned activities and interventions	
Ability to communicate effectively both orally and in writing with pupils, parents/carers, staff and the wider community.	
Ability to organise own workload effectively.	
* English Subject Lead	
A clear understanding of what contributes to successful learning and the ability to model and promote effective teaching and learning strategies	
Have an up-to-date, clear and thorough	

knowledge of the English across the primary age range and be able to demonstrate this knowledge	
An understanding of assessment strategies, target setting and tracking children and evidence of raising standards	
Ability to demonstrate leadership qualities and people management skills	
A good understanding of whole school issues and awareness of the importance of supporting, monitoring and evaluating to secure school improvement.	
Personal attributes	
Aptitude to work as a team whilst being self-motivated and action orientated	
Enthusiasm and energy to undertake the duties of this post in line with the teacher standards	
Commitment to safeguarding the welfare of all pupils	
Safeguarding	
Essential	
Knowledge of the statutory requirements and other relevant legislation relating to child protection procedures and safeguarding.	
Additional Skills and abilities	
Suitability for work with children and young people; Enhanced CRB clearance	
The ability to relate positively with the head teacher, pupils, colleagues, parents, governors and others who contribute to the work of the school	
The communication skills needed to provide clear and accurate information and well informed advice	
To have high expectations of pupils' learning, attainment and behaviour and of one's own professional abilities and those of colleagues	
An excellent health and attendance record	