

Job description**The Grammar School at Leeds****THE GRAMMAR
SCHOOL AT LEEDS**
Be Inspired**Job title: Teacher of Primary****Responsible to: Vice Principal and Head of Primary**

Principal purpose

- To contribute to providing an excellent education for all the school's pupils by teaching with expertise and enthusiasm, offering support to the learning of individual students and contributing to the school's pastoral system.
- To support the Head and the SLT in the implementation of all aspects of school policy in order to maintain the aims and ethos of the school as a whole.
- To demonstrate GSAL values and high standards of professional conduct at all times.

Key tasks and duties:**Teaching and learning**

- Using an appropriate range of teaching strategies and resources, including technology, which engage children and are designed to raise levels of attainment.
- Building on their prior knowledge in order that learners meet their learning objectives and make sustained progress.
- Developing ways to encourage, challenge and inspire pupils to apply new knowledge, understanding and skills and deepen them further.
- Using language appropriate to learners, introducing new ideas and concepts clearly, and using explanations, questions, discussions and plenaries effectively.
- Managing the learning of individuals, groups and whole classes effectively, using teaching techniques appropriate to suit the stage of the lesson and the needs of learners.
- Maintain an up-to-date working knowledge and understanding of pedagogy and a range of teaching, learning as well as behaviour management strategies
- Assessing, recording and reporting on the development, progress and attainment of pupils.
- Advising and co-operating with the Head and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.
- Planning, deliver learning, support children as well as assess classwork as well as homework, to sustain learners' progress and to extend and consolidate their learning.
- To develop the schemes of work and adhere to it when planning and teaching.
- Knowing and implementing the assessment requirements and arrangements for the subjects/curriculum areas they teach and ensuring assessment data is used to monitor pupil progress and raise levels of attainment.
- Organising the learning resources and creating displays to encourage a positive learning environment;
- Providing pupils, colleagues, parents and carers with timely, accurate and constructive feedback on pupils' progress, attainment and areas for development.
- Working collaboratively and effectively as part of a team and with members of staff across the school

Pastoral

- Managing pupils' behaviour constructively by establishing and maintaining a clear and positive framework for discipline, in line with the school's behaviour policy.
- Supporting and contributing to the school's responsibility for safeguarding and promoting the welfare and well-being of pupils.
- Being aware of school safeguarding procedures and taking appropriate action within these procedures when necessary, working with colleagues and external agencies and services.
- Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- Leading and participating in Assemblies.

Marketing and external links, including public occasions

- Actively participating in educational outreach and promoting the school community to encourage pupils' interest in the subject areas or school.
- Promoting the whole school in a variety of different contexts, including attending marketing events where appropriate, and in interactions with parents and prospective parents and pupils.

Management and administration

- Taking part as required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
- Ordering and organise resources where required.

Training and development of self and others

- Evaluating own performance and being committed to improving own practice through appropriate training and professional development.
- Actively engage in the performance review process for staff

General teaching requirements

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Maintain high professional standards of attendance, punctuality, appearance, and conduct. Demonstrate positive and courteous relations with students, colleagues, parents and any external personnel.
- Adhere to school policies
- To play an active role in the extra- curricular programme.
- In accordance with school policy, to provide very occasional cover for absent colleagues
- Participate in meetings at the school which relate to the curriculum or the administration or organisation of the school, including pastoral arrangements, or for any purpose as reasonably decided by the Head.
- Carry out duties as required
- Attend all relevant parents' meetings, which often occur in the evening.
- Support pupils and colleagues by attending some school productions, functions, trips and events as appropriate, and contributing, where possible, to the wider life of the school

General:

- Any other assistance as may be reasonably required from time to time by the Principal or other senior manager in order to facilitate the efficient running of the school
- This job description does not define in detail all responsibilities and the responsibilities and activities in the job description may be varied to meet the changing demands of the school at the reasonable direction of the Principal

- All staff employed by The Grammar School at Leeds are expected to take responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact
- All staff should be aware of the school's health & safety policy and implement it as appropriate



Person specification

Job title: Teacher of Primary

Location: The Grammar School at Leeds, Alwoodley Gates, Primary School

Summary of duties and responsibilities: To contribute to the teaching in the primary section of the school, and to contribute to pastoral responsibilities and the wider life of the school

Qualifications & attainments

1. Strong educational background
2. A teaching qualification at degree or post-graduate level

Experience & knowledge

3. Knowledge of current educational practice and issues
4. Ability to teach across primary age range
5. Awareness of the national curriculum and the requirements for assessment, recording and reporting of pupils' attainment and progress.
6. Understanding of the implications of the Code of Practice for Special Educational Needs for teaching and learning

Skills and qualities

7. An excellent practitioner in the classroom
8. Ability to communicate effectively orally and in writing to a range of audiences
9. High level of organisational and planning skills
10. Can work effectively as part of a team, relating well to colleagues, pupils and parents
11. Ability to relate to and empathise with pupils and to develop warm, trusting and respectful relationships with them
12. Respect for confidentiality of information concerning individual pupils and ability to use discretion in circumstances of disclosure
13. Commitment to safeguarding and high levels of pastoral care
14. A familiarity with ICT and its application in teaching and learning

Values & ethos

15. A willingness to consider and reflect upon one's teaching methods, with a commitment to learning and continuing professional development
16. A commitment to an involvement in pastoral responsibilities and co-curricular activities
17. A willingness to contribute to the corporate life of the school with a supportive understanding of the ethos of independent education