Falkland Islands Government – Job Description

Job Title:	Primary Teacher		
Department:	Education Department	**Section:**	Infant Junior School & Camp Education
Reports to:	Head Teacher		
Grade:	Falkland Islands Government Grade C	**Job Code:**	

Job Facts & Figures:

The Infant Junior School and Camp Education is a 3-11 years school with approximately 320 students on roll. Teaching and learning at the school follows the Early Years Foundation Stage Curriculum and National Curriculum for England, which are enhanced by local content. Children take standard assessment tasks at the end of Key Stage 2. The school includes four small rural schools and a 'travelling teacher' service

Job Purpose:

To teach primary aged pupils at the Stanley Infant / Junior School and Camp Education

Main Accountabilities:

- To carry out the professional duties of a teacher as detailed in the Teachers' Standards in order to maintain high professional standards.
- To implement agreed school policies and work to the school aims as outlined in the School Improvement Plan
- Maintain a positive, challenging and effective learning environment
- To carry out all other reasonable duties assigned by the Headteacher/Deputy Headteacher.
- Participate in staff meetings, consultation and open evenings and other school-based activities which may take place outside of the teaching day and participate in and/or contribute to extra-curricular activities.
- To produce all documentation in a timely manner

Professional Development

- Develop and lead a curriculum area and contribute any relevant INSET.
- A commitment to own and others' CPD and willingness to share good practice.

Teaching and Curriculum

- Contribute to the development of a broad and balanced curriculum.
- Deliver high quality lessons that result in effective learning.
- Have an in depth knowledge of the National Curriculum for England or the Early Years Foundation Stage curriculum (or both)
- To teach lessons by telephone/computer, if necessary for children in Camp.

Monitoring and Assessment

- Monitor, assess and record children's attainment within agreed timescales, providing feedback and setting targets for further development to raise standards
- Provide regular reports to parents about progress made
- To produce all documentation in a timely manner
- Adhere to schools policy and expectations for the marking/assessment and feedback of children's work
- Set challenging targets based on prior attainment, and evaluate outcomes

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Main Accountabilities (*continued*):

Inclusion

- A commitment to inclusion.
- To liaise with the SENCO & other relevant professionals in order to develop appropriate approaches to SENDs within the classroom.

Relationships

- To collaborate on a professional level with colleagues, establishing and maintaining productive relationships with them in order to promote mutual understanding in respect of the needs of the Primary sector.
- To maintain strong relationships with parents and other stakeholders. This includes following school policies on reporting to parents on development, progress and attainment of their children.
- To manage the effective deployment of support staff.

Pastoral

- To be responsible for the associated pastoral and academic care and administrative duties in respect of the children in the assigned class and across the cohort as well as the general responsibilities in the school as agreed by the Headteacher/Deputy Headteacher.
- To contribute to the wider school, in all settings, including organising and running extracurricular activities or clubs.
- To know and follow safeguarding procedures.

The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.

Criminal Record Checks: (This post is regarded as a sensitive post)

All applicants for Government posts will be asked to disclose convictions upon application. Criminal records will only be considered for recruitment purposes when the conviction record is relevant. Having an 'unspent' conviction will not necessarily bar a candidate from employment. This will depend on the circumstances and background to the offence(s). Please ask for a Frequently Asked Questions (FAQ) sheet, if necessary.

Any information given will be completely treated as confidential and will be considered only in relation to the post to which the application refers.

Failure by a candidate to reveal information that is directly relevant to the post applied for could lead to the withdrawal of an offer of employment.

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Person Specification:	Primary Teacher		
Criteria	**Essential**	**Desirable**	**Assessment Method**
Education and Training:			
To be a graduate primary teacher with Qualified Teacher Status (recognisable in UK) who has completed the statutory induction year as an NQT	✓		A
Evidence of attendance at, and capturing impact from, recent & relevant CPD/INSET	✓		A
Knowledge of safeguarding and child protection	✓		A/I
Higher degree		✓	A
Awareness of current UK educational trends and innovations		✓	A/I
Hold current Safeguarding / Child Protection certification		✓	A
Hold current swimming teacher qualification or willingness to attend qualification course		✓	A/I
Current First Aid qualification		✓	A
Clean driving licence & ability to drive minibus licence		✓	A
Knowledge, Skills and Experience:			
Proven high standard of teaching ability at a single primary key stage	✓		A/I/R
Able & willing to teach mixed ability classes	✓		A/I/R
A commitment to differentiate materials to meet pupils' needs	✓		A/I
Able to monitor, assess, record and report pupils' progress	✓		A/I
Able to describe examples from experience of effective teaching and learning	✓		I
Able to create a positive, challenging and effective learning environment	✓		I/R
Able to effectively manage children's behaviour in order to facilitate learning for all	✓		I/R
Able to work within and contribute to a coaching and mentoring environment and demonstrate the value in shared practice	✓		A/I/R
Able to communicate effectively (both orally and in writing) to a variety of audiences.	✓		A/I
ICT literate & able to use an interactive whiteboard effectively	✓		A/I
Willingness to take class swimming lessons	✓		A
Proven ability to effectively organise the classroom & learning programme	✓		A/I/R
Two years recent primary teaching experience (induction year plus 1 yr) preferably in UK with a breadth of curriculum experience	✓		
At least three years' post induction primary teaching experience, preferably in UK with a breadth of curriculum experience		✓	A/I/R

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Person Specification:	Primary Teacher		
Criteria	**Essential**	**Desirable**	**Assessment Method**
Knowledge, Skills and Experience (*continued*):			
Proven ability to teach at more than one primary key stage		✓	A/I/R
Able to lead a subject area as required by IJS&CE		✓	A/I/R
Proven ability of working with children with a range of SENDs e.g. ASD, dyslexia, dyspraxia, cerebral palsy, etc		✓	A/I/R
Experience of preparing children for and administering statutory National Curriculum tests		✓	A
Knowledge & ability to teach computing across the curriculum		✓	A/I
Demonstrate effective management & deployment of support staff		✓	A/I
Experience and willingness to deliver extra-curricular activities.		✓	A/I
Experience of teaching pupils for whom English is an additional language		✓	A/I
Personal Attributes:			
Able to positively promote the school's aims	✓		I
Positive, enthusiastic, approachable, confident and articulate	✓		I
Caring and understanding	✓		I
Organised, independent and resilient	✓		I
Professional who inspires trust and confidence	✓		I
Demonstrates ability to establish and develop effective relationships with parents and the community	✓		I/R
Able to demonstrate good interpersonal skills and the value in teamwork	✓		I/R
Ability to motivate self and others	✓		I/R
Takes responsibility for and is proactive in terms of own CPD	✓		A/I/R
Ability to contribute to community life		✓	I
Evidence of successfully driving curriculum development		✓	A/I
Willingness to be involved in cross-phase development		✓	I

Method of assessment:
A - Application Form
I - Selection Interview
R - Reference