



***Unique and Valued by God***  
**St. Mark's Church of England Primary School**

---

**JOB DESCRIPTION - TEACHER**

**MAIN PURPOSE**

We are seeking a fully qualified and passionate teacher to use their relevant skills to ensure the efficient running of the Primary classes in the school. The team will provide high quality education and care in a stimulating environment, in the context of the school.

**Responsibilities**

- Take responsibility for the education and welfare of a designated class of children in accordance with national Pay and Conditions, having due regard to the requirements of the specified Curriculum and school policies.
- To continue to meet Professional Teacher Standards.
- To be a role model to others and to lead learning beyond your own classroom.
- Take responsibility for planning and implementing appropriate work programmes for all children in the designated class, within the framework of national and school policies.
- To maintain assessment records and report on children's progress to senior staff, families and Governors, in accordance with school policy.

**Knowledge and Understanding**

- Good knowledge and understanding of the primary National Curriculum including Early Years Foundation Stage.
- Be familiar with the SEND Code of Practice, including identification, assessment and support of children with SEND.
- Good understanding of National Health and Safety and Child Protection guidelines.
- Continue to meet Professional Teacher Standards.

**Teaching and Learning**

Be an effective and professional class teacher by demonstrating good practice in:

- Planning for effective and enjoyable learning through identifying clear teaching and learning objectives and activities appropriate to the subject matter and the children being taught.
- Providing clear structures for lessons and for the sequences of lesson, which ensure progression, pace and challenge.
- Assessing and recording children's progress systematically with reference to the school's agreed practice and use this to



inform planning.

- Marking and monitoring work, providing constructive feedback and setting targets for future progress.
- Using teaching methods which sustain the momentum of children's work and keep all children engaged, maintaining a purposeful working atmosphere.
- Having high expectations for all children regardless of their current attainment.
- Setting high expectations for children's behaviour, establishing and maintaining a good standard of discipline.
- Establishing a safe environment where respect and positive relationships flourish.
- Creating a stimulating and interesting learning environment where curiosity, questioning and exploration are encouraged.
- Creating opportunities for co-operative working and for developing independence.
- Providing for all children ensuring a highly differentiated curriculum which allows access and challenge for all from their specific starting points.
- Providing regular differentiated homework tasks linked to class work.

### **Other Professional Requirements**

- Work effectively in partnership with colleagues, parents and other professionals.
- Attend and contribute to regular staff meetings.
- Maintain good order and discipline around the school.
- Keep own practice up to date, attending relevant courses when possible, in accordance with the School Excellence Plan.
- Take part in the annual appraisal process.
- Be willing to lead a non-core curriculum area
- Play a full part in the life of the school community, to support the schools vision and mission



# PERSON SPECIFICATION

Before completing your application form, please read the person specification and job description carefully. In your supporting statement you should demonstrate how your qualifications, skills and knowledge match the requirements for the post.

## Qualifications

- Experience of working with Primary children.
- Qualified Teacher Status or NQT Status.

## Skills and Experience

A well-qualified and enthusiastic person, who has:

A clear understanding of:

- The role of a teacher in a Primary School
- Planning and evaluating as appropriate, a curriculum which raises achievement for all children.
- Primary curriculum and up to date knowledge of effective practice.
- The need for good record keeping and assessment.
- Ability to undertake record keeping to a high standard and carry out observations of children and to then use this to inform individual planning.

An ability to:

- Work effectively as a team member and to take initiative.
- Be receptive to change.
- Work effectively in partnership with families.
- Create an appropriate and stimulating learning environment in which children can be independent learners.
- Liaise with other professionals.
- Demonstrate through lesson observation reports at least 'good' (according to Ofsted grades) in their teaching and capacity to be 'outstanding'.
- Communicate effectively both orally and in writing.
- Acquire new skills and undertake professional development and training.
- Demonstrate observation, assessment and record-keeping skills.
- Excellent personal ICT skills and a desire to use ICT in the classroom as a learning tool.



## Key Competencies

- Team-working – work in a positive and co-operative way, learning from others and contributing to the development of the team.
- Caring Effectively – demonstrate sensitivity, respect and kindness towards the school community, ensuring their needs are met within care plans.
- Communicating in Writing – able to write clearly and effectively for a range of recipients, demonstrating sound basic literacy skills.

## Personal Qualities

- An enthusiastic commitment to primary education and working in partnership with families and other adults.
- An ability to use initiative and be flexible.
- An ability to take an overview.
- An ability to exercise tact and diplomacy.
- A willingness to share curriculum expertise with staff and take on a specific responsibility and take on a specific responsibility (once QTS Status gained).
- Commitment to the protection and safeguarding of children and young people, with up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of children and young people.
- Play a full part in the life of the school community, to support the school's Christian ethos.
- Promote actively the school's policies.
- Willingness to undertake professional development.
- Comply with the school's Health and Safety policy and undertake risk assessments as appropriate.

## Other Specific Duties

- To play a full part in the life of the school community,
- To promote actively the school's policies.
- To continue personal development as agreed.
- To undertake any other duty as specified by STPCD not mentioned in the above.
- To always lead by example and model the highest of expectations
- To attend daily acts of worship



S/he will be required to carry out the duties of a school teacher according to the School Teachers' Pay and Conditions Document, and in the light of the school's changing needs. Job descriptions are reviewed regularly and may be subject to modification or amendment after consultation.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title.

## **Equal Opportunities**

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

## **Safeguarding**

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**

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.

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

## **Data Protection**

When working with computerised systems to be completely aware of responsibilities at all times under the General Data Protection Act 2018 for the security, accuracy, and significance of personal data held on such systems.