

Bournville All Through School

JOB DESCRIPTION: PRIMARY TEACHER

POST: Classroom teacher with team subject leadership responsibilities

GRADE: MPR/UPR

PURPOSE OF POST

To assist the Head Teacher in all aspects of school life.

SUPERVISORY RESPONSIBILITIES

To whom: Head of Academy

GENERAL DUTIES AND RESPONSIBILITIES

To carry out duties in line with the current Teachers Pay and Conditions of Service document.

AREAS OF RESPONSIBILITY AND KEY TASKS

A PLANNING, TEACHING AND CLASS MANAGEMENT, TO:

Teach allocated pupils by planning their teaching to achieve progression of learning through:

- Identifying clear teaching objectives and specifying how they will be taught and assessed.
- Setting tasks which challenge pupils and ensure high levels of interest.
- Setting appropriate and demanding expectations.
- Setting clear targets, building on prior attainment.
- Identifying SEN or very able pupils.
- Provide clear structures for lessons maintaining pace, motivation and challenge.
- Make effective use of assessment and ensure coverage of programmes of study.
- Ensure effective teaching and best use of available time.
- Monitor and intervene to ensure sound learning and discipline.

Use a variety of teaching methods to:

- match approach to content, structure information, present a set of key ideas and use appropriate vocabulary.
- use effective questioning, listen carefully to pupils, give attention to errors and misconceptions.
- select appropriate learning resources and develop study skills through library, I.C.T. and other sources.
- Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught.
- Evaluate your own teaching critically to improve effectiveness.
- Take account of pupils' needs by providing structured learning opportunities which develop the areas of learning identified in national and local policies and particularly the foundations for English and Maths.
- Encourage pupils to communicate about and record their learning, develop self-control and independence, concentrate, persevere, and listen attentively.
- Use a variety of teaching strategies which involve planned adult intervention and first-hand experience.

- Manage parents and other adults as appropriate.

B MONITORING, ASSESSMENT, RECORDING, REPORTING, TO:

- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching.
- Mark and monitor pupils' work, give constructive feedback and share targets as required.
- Assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving.
- Prepare and present informative reports to parents.

C CURRICULUM RESPONSIBILITY TO:

- Efficiently manage the subject budget: - prioritise, order and organise resources.
- Keep subject policy and scheme up to date, working as part of a Teaching & Learning team when subject is prioritised in the School Development Plan.
- Develop and maintain a subject portfolio to demonstrate the effective implementation of the policy and scheme (This should include end of year expectations, and examples of children's work and/or photos and models)
- Complete an Improvement Action Plan, for the School Improvement Plan.
- Support other staff with your subject knowledge and expertise.
- Liaise with the CPD co-ordinator to identify staff development opportunities.

D OTHER PROFESSIONAL REQUIREMENTS, TO:

- Have a working knowledge of teachers' professional duties, legal liabilities and current legislation.
- Operate at all times within the stated policies, practices and ethos of the school.
- Establish effective working relationships and set a good example through your presentation and personal and professional conduct.
- Endeavour to give every child the opportunity to reach their potential and meet high expectations.
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school.
- Take responsibility for your own professional development and duties in relation to school policies and practices.
- Establish and maintain effective working relationships with colleagues and parents.
- Take on any additional responsibilities which might from time to time be determined.

NAME: _____

SIGNED: _____

DATED: _____

This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.

**PERSON SPECIFICATION
 PRIMARY KS1 TEACHER
 Bournville All-Through School**

Category	Essential	Desirable
1. Qualifications/ Professional Development	<ul style="list-style-type: none"> ▪ Qualified teacher status ▪ Evidence of continuing professional development relating to curriculum/teaching and learning 	<ul style="list-style-type: none"> ▪ Experience of working with other schools/organisations/agencies
2. Experience	<ul style="list-style-type: none"> ▪ Successful experience of leading one or more subject areas ▪ KS1 Primary Teaching experience ▪ Substantial, successful teaching experience at good/outstanding grade 	
3. Teaching and Learning	<ul style="list-style-type: none"> ▪ A secure understanding of the requirements of the National Curriculum 2014 ▪ Knowledge and experience of a range of successful teaching and learning strategies to meet the needs of all pupils ▪ A secure understanding of assessment strategies and the use of assessment to inform the next stages of learning ▪ Experience of effective monitoring and evaluation of teaching and learning ▪ Secure knowledge of statutory requirements relating to the curriculum and assessment ▪ Understanding of the characteristics of an effective learning environment and the key elements of successful behaviour management ▪ Promoting SMSC of pupils across the curriculum 	<ul style="list-style-type: none"> ▪ Understanding of successful teaching and learning across the entire curriculum across all key stages ▪ Successful experience in creating an effective learning environment and in developing and implementing policy and practice relating to behaviour management ▪ Some knowledge of Mastery & Depth in learning
4. Subject Leadership	<ul style="list-style-type: none"> ▪ Experience of working within staff teams ▪ Ability to delegate work and support colleagues in undertaking responsibilities 	<ul style="list-style-type: none"> ▪ Experience of working with (governors) Academy Associates

5. Accountability	<ul style="list-style-type: none"> ▪ Ability to communicate effectively, orally and in writing to a range of audiences – e.g. staff, pupils, parents, governors, ▪ Ability to provide clear information and advice to staff and governors ▪ Providing high quality, differentiated learning opportunities to all children in the class 	<ul style="list-style-type: none"> ▪ Experience of presenting to (governors) Academy Associates ▪ Leading sessions to inform parents
6. Skills, Qualities & Abilities	<ul style="list-style-type: none"> ▪ High quality teaching skills ▪ Strong commitment to the mission statement ▪ High expectations of pupils' learning and attainment ▪ Ability to build and maintain good relationships ▪ Ability to remain positive and enthusiastic when working under pressure ▪ Ability to organise work, prioritise tasks, make decisions and manage time effectively ▪ Empathy with children ▪ Good communication/interpersonal skills ▪ Effective ICT skills ▪ Sense of humour 	
7. References	<ul style="list-style-type: none"> ▪ Positive recommendation in professional references ▪ Good health and attendance record 	<ul style="list-style-type: none"> ▪ Professional reference without reservations
8. Safeguarding	<ul style="list-style-type: none"> ▪ Bournville Academy Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants 	