

## Marjory Kinnon School Job Description

Contractual Details				
<b>Post Title:</b>	Primary Class Teacher			
<b>Responsible to:</b>	Head of Primary			
<b>Contract type:</b>	Mainscale / UPS + 2 SEN points			
	Permanent ✓	Fixed Term	Full time ✓	Part time

Job Purpose	
	<p>The post holder will:</p> <ul style="list-style-type: none"> <li>• Deliver personalised programmes of learning that ensures the highest levels of progress for pupils.</li> <li>• Monitor and evaluate pupil progress and make adjustments to programmes of learning in response to the outcomes.</li> <li>• Lead, and effectively deploy adults within the class team, in order to impact on pupil progress.</li> <li>• Ensure the safeguarding, safety and well-being of the pupils.</li> </ul>

Teaching Responsibilities	
Teaching and Learning	<p>The post holder will take responsibility for the following areas for their class:</p> <ul style="list-style-type: none"> <li>• Planning and delivering lessons with differentiated outcomes.</li> <li>• Planning and assessing the curriculum delivery for each individual in the class group, including personalised learning programmes for individual pupils.</li> <li>• Motivating pupils to engage in learning opportunities and support pupils to build their confidence to learn and their self-esteem.</li> <li>• Behaviour management in accordance with school behaviour policy, which includes supporting interventions and implementing behaviour support plans for each individual in the group.</li> <li>• Direct the work of the Teaching Assistants to ensure there are outstanding expectations and outcomes for learning of all pupils and groups through targeted and focused interventions.</li> <li>• When required, liaise with other agencies who may contribute to the development of programmes of learning or behaviour management and implement their advice.</li> </ul>
Pupil well-being	<p>The post holder will take responsibility for:</p> <ul style="list-style-type: none"> <li>• Pastoral care and safeguarding of the pupils in their class.</li> <li>• Monitoring attendance and following up absences with parents on the first day of absence; monitor attendance for patterns of absence and alert AHT of concerns.</li> <li>• Attending meetings with multi-agency professionals, as appropriate, and in liaison with members of SLT.</li> </ul>
Management of class team	<p>To contribute to the efficient and effective organisation of the various teams within the school, the post holder will take responsibility for:</p> <ul style="list-style-type: none"> <li>• Performance Management and setting appraisal targets for Teaching Assistants working in their class.</li> </ul>

	<ul style="list-style-type: none"> <li>• Planning and directing the work of the Teaching Assistant(s) working within their team.</li> <li>• Supporting supply staff to work effectively within the classroom.</li> </ul>
Efficient and effective deployment of resources	<p>The post holder will take the Lead role in the following areas:</p> <ul style="list-style-type: none"> <li>• Organisation of class assemblies.</li> <li>• Planning Educational Visits and ensuring appropriate Risk Assessments are completed.</li> <li>• Ensuring appropriate resources are available for the delivery of the curriculum.</li> <li>• Directing Teaching Assistants in the preparation of resources and displays.</li> </ul>
Working with parents	<p>The post holder will:</p> <ul style="list-style-type: none"> <li>• Liaise with parents/carers regarding day-to-day safeguarding and well-being issues.</li> <li>• Maintain a full and comprehensive home-school communication book to communicate with parents/carers information about progress and well-being.</li> <li>• Attend parent/carer evenings every term.</li> <li>• Inform the AHT of any safeguarding or serious concerns raised by parents/carers.</li> <li>• Persist in order to build relationships with hard to reach parents/carers.</li> </ul>
Accountability	<p>The post holder will take responsibility for:</p> <ul style="list-style-type: none"> <li>• Writing Annual Review reports.</li> <li>• Written reports to parents and meeting with parents at Parent Evenings and at other times as appropriate.</li> <li>• Reporting on pupil progress using accurate moderated data in line with school policies.</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Contribute to the creation and development of an organisation in which all staff recognise that they are accountable for the success of the school.</li> <li>• Attend and participate in regular meetings, fulfil responsibilities as specified on school rotas and duties.</li> <li>• To attend and participate in planned training sessions.</li> <li>• This job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties. It is expected that the post holder may, if required, carry out any relevant additional duties, which the Head Teacher may, from time to time, deem appropriate and necessary.</li> </ul>

Person Specification	
Qualifications and experience	<p>The post holder will have:</p> <ul style="list-style-type: none"> <li>• QTS.</li> <li>• At least 3 years teaching experience with evidence of outstanding classroom practice.</li> <li>• Experience of teaching SEN pupils.</li> <li>• Ability to be able to oversee the management of complex and challenging pupil behaviour.</li> <li>• Effective line management and performance management of class-based staff.</li> </ul>
Knowledge and understanding	<p>The post holder will have knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>• National curriculum and Accreditation frameworks.</li> <li>• How to use a range of tools and performance data to monitor, evaluate, support, track and report on pupil progress, attainment, and achievement.</li> <li>• How to personalise learning based on accurate assessment of progress and evaluation of lessons.</li> <li>• Current educational trends and initiatives.</li> <li>• How to implement and manage accountability systems including Performance Management and Appraisal systems.</li> <li>• Ofsted inspection framework.</li> <li>• Safeguarding practices and procedures.</li> <li>• The impact of therapeutic interventions in the management of behaviour and pupil well-being.</li> </ul>
Shaping the future	<ul style="list-style-type: none"> <li>• The ability to think strategically and take the leading role to develop, build on and communicate a shared vision and strategic plan which inspires and motivates staff.</li> <li>• Evidence of successfully implementing managing and evaluating change in a collaborative and sensitive way.</li> <li>• The ability to build on current strengths and initiatives and deliver continuous improvement.</li> <li>• A clear understanding of, and enthusiasm for current issues in education and evidence of embracing, implementing and embedding new approaches/technologies which are relevant to teaching and learning.</li> </ul>
Pupils and staff	<ul style="list-style-type: none"> <li>• Show evidence of raising standards that have impacted positively on pupil attainment and teaching and learning.</li> <li>• A clear understanding of what makes good and outstanding teaching and an ability to develop a culture where striving for outstanding teaching and learning is central to the school's work.</li> <li>• A belief in the role of independent learning in education with the ability to articulate and deliver this vision.</li> <li>• An understanding of excellent strategies for management of SEBD needs and challenging behaviour.</li> </ul>

	<ul style="list-style-type: none"> <li>• A commitment to valuing, supporting and encouraging the professional development of all staff members.</li> </ul>
Strengthening community	<ul style="list-style-type: none"> <li>• Show evidence of building and nurturing a strong positive and collaborative team culture that enables all staff to carry out their respective roles to the highest standard and for all staff to work effectively together to deliver school improvement.</li> <li>• A commitment to building and maintaining effective and positive relationships with parents/carers, governors, the wider community and other schools.</li> <li>• Can inspire and influence others, within and beyond the school, to believe in the fundamental importance and value of education in young people's lives.</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>• Excellent written communication skills and a high level of ICT literacy.</li> <li>• Proven ability to listen to, understand and work effectively with all children, staff, governors and parents/carers.</li> <li>• Ability to work under pressure and to meet deadlines.</li> <li>• The ability to foster an open, transparent and equitable culture, deal effectively with difficult conversations and conflict at every level, and to value and praise good and outstanding practice.</li> </ul>
Professional values and practice	<ul style="list-style-type: none"> <li>• Be positive and respond to situations in a calm, professional manner at all times.</li> <li>• Be self-motivated, creative, robust and resilient.</li> <li>• Carry out responsibilities while being flexible and adaptable.</li> <li>• At all times model good relationships, attitudes and behaviour.</li> <li>• Work collaboratively within a team using own initiative.</li> <li>• Understand and respect social, cultural, linguistic, religious and ethnic backgrounds.</li> <li>• A high level of commitment to safeguarding, inclusion and equality in all aspects of school life.</li> <li>• Demonstrate a willingness and ability to improve own practices and to act on feedback.</li> <li>• Support the Head Teacher and Deputy Head Teacher in their duty to ensure that the school meets its educational aims to deliver the best possible educational outcomes for pupils.</li> <li>• Act as a positive ambassador for Marjory Kinnon School and make a meaningful contribution to the school community.</li> </ul>

Summative Agreement	
Confidentiality  Code of conduct Safeguarding  Health and Safety  Induction	<ul style="list-style-type: none"> <li>• I will treat all information about children, families and staff discreetly with regard to confidentiality and data protection, and will report all concerns to the appropriate person(s).</li> <li>• I will adhere to the school’s code of conduct.</li> <li>• I will comply with all school policies and procedures related to equality, safeguarding, and e-safety and will report any concerns to the appropriate person(s).</li> <li>• I agree to take care of my own and other’s safety at all times and to carry out my duties in accordance with the school’s Health and Safety policy and procedures.</li> <li>• On joining the school I agree to attend Induction sessions and complete all related tasks as required.</li> </ul>
<p><i>This job description is provided to assist staff to understand and appreciate the work content of their post and the role they are to play in school. It does not comprise a full and comprehensive list of all the tasks that the post holder will undertake in fulfilling their responsibilities, and may also be subject to amendment or modification at any time in consultation with the post holder.</i></p>	
Agreed by Post Holder _____ Date _____	
Date of this review: September 2019      Date of next review: September 2020	