



## PIRTON HILL PRIMARY SCHOOL

### JOB DESCRIPTION

**TITLE:** Class Teacher

**SCHOOL:** Pirton Hill Primary School

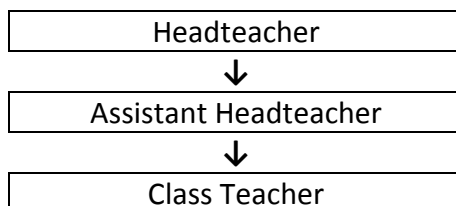
**POST NUMBER:** PHTS11

**RESPONSIBLE TO:** Assistant Headteacher

**GRADE:** MPS/UPS

**PURPOSE OF POST:** The postholder has a teaching commitment. The teacher will contribute to the School Improvement Plan, supporting the ethos, aims and vision of the school.

**ORGANISATION CHART:**



The teacher will undertake all duties required of a qualified teacher identified in the School Teachers' Pay and Conditions Document and will undertake class teaching in a designated year group.

**PRINCIPAL RESPONSIBILITIES:**

|    |   | %  |
|----|---|----|
| 1. | Assist in whole school, year group and lesson planning which meets the needs of all pupils.   | 30 |
| 2. | Co-ordinate / act as subject(s) specialist in a curriculum area including monitoring and assessment, policy assessment and teaching strategies, consulting with colleagues and feeding back to the Leadership Team.   | 30 |
| 3. | Monitor and assess pupil results and progress, ensuring appropriate records have been kept, and use performance data to inform individual pupil, class and year group targets, lesson planning and the preparation of differentiated work, which meets the needs and potential of all pupils. | 22 |
| 4. | Support the school's pastoral system, within the year group, class and with individual pupils.  | 5  |

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### JOB DESCRIPTION

**Accepted by:** \_\_\_\_\_ **(signature)** **Name:** \_\_\_\_\_

**Headteacher:** \_\_\_\_\_ **Date:** \_\_\_\_\_

| PRINCIPAL RESPONSIBILITIES: |   | % |
|-----------------------------|---|---|
| 5.                          | Contribute to the school's performance management process, coaching and mentoring colleagues and PGCE/ITT students, as required, monitoring some teaching in the curriculum area and the input of class support staff.  | 5 |
| 6.                          | Contribute to the effective deployment of support staff and resources (ICT and consumables) within the class.   | 3 |
| 7.                          | Play a full part in the life of the school community, supporting the ethos of the school, and encouraging staff, parents and pupils to do likewise. Comply with school policies and procedures in areas such as assessment, marking, behaviour management, communication with parents, teaching English as an additional language, cover, induction, planning, staff meetings, and parental events. | 5 |
| 8.                          | Ensure personal professional development, being up-to-date in national and local developments, participating in whole school and individualised INSET and sharing with others.  |   |

#### CONTEXT:

All staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

#### Physical Effort:

N/A

#### Working Environment:

There may be a requirement to deal with bodily fluids and vomit when children are unwell.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed via [www.disclosure.gov.uk](http://www.disclosure.gov.uk)

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Headteacher: \_\_\_\_\_      Date: \_\_\_\_\_



## PIRTON HILL PRIMARY SCHOOL

### PERSON SPECIFICATION

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected  
Desirable (D):- useful for choosing between two good candidates.

**Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.**

| Attributes                   | Essential  | How Measured | Desirable | How Measured |
|------------------------------|--|--------------|-----------|--------------|
| <b>Experience</b>            | Good teaching practices or experience.   | <b>1,2</b>   |           |              |
|                              | To have had experience of planning and how to plan progression.  | <b>1,2</b>   |           |              |
|                              | Evidence of implementation and knowledge of effective behaviour management strategies.   | <b>1,2</b>   |           |              |
| <b>Skills/<br/>Abilities</b> | To have been rated as a good teacher through training, observations etc.   | <b>1,2,5</b> |           |              |
|                              | To understand the importance of the learning environment which will include attractive, effective and informative displays and well organised resources to promote pupil autonomy. | <b>1,2</b>   |           |              |
|                              | Able to converse with ease with members of the public and provide effective help or advice in accurate and fluent spoken English.  | <b>1,2</b>   |           |              |

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Headteacher: \_\_\_\_\_ Date: \_\_\_\_\_

| Attributes                    | Essential   | How Measured               | Desirable | How Measured |
|-------------------------------|---|----------------------------|-----------|--------------|
| <b>Equality Issues</b>        | Ability to demonstrate a working commitment to equality of opportunity and safeguarding for all pupils. | <b>1,2</b>                 |           |              |
| <b>Specialist Knowledge</b>   |   |                            |           |              |
| <b>Education and Training</b> | Qualified Teacher Status.<br>Willingness to undertake further CPD.                                      | <b>1,2,4</b><br><b>1,2</b> |           |              |
| <b>Other Requirements</b>     |   |                            |           |              |

**(1 = Application Form   2 = Interview   3 = Test   4 = Proof of Qualification   5 = Practical Exercise)**

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998)

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

CVs will not be accepted for any posts based in schools.

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**Headteacher:** \_\_\_\_\_      **Date:** \_\_\_\_\_