Nottingham City Council

Teacher - Main Pay Range

Job Description & Person Specification

Nottingham City Council
HR & Transformation Service

Responsible to: Forest Fields Primary School

Purpose: To provide high quality teaching and learning experiences to enable all children to achieve the highest possible standards in all areas of the curriculum, which is broad, balanced, relevant and differentiated and meets the needs of all pupils including those with special educational needs.

Duties: This job description is to be performed within the duties set out in the Contractual Framework for Teachers and the Teachers' Standards (England) as outlined in the School Teachers' Pay and Conditions Document and having due regard to the school's aims, ethos, policies and schemes of work. The performance of these duties is under the reasonable direction of the Head Teacher and will be subject to specified monitoring and evaluation procedures with due regard to the appraisal policy adopted by the school.

Responsible to: Head Teacher, Senior Leadership Team and the Governing Body

Areas of Responsibility and Key Tasks

- **Set High Expectation which inspire, motivate and challenge pupils.**
  - Establish a safe and stimulating environment for pupils, rooted in mutual respect.
  - Set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions.
  - Demonstrate consistently the positive attitudes, values and behaviour which are expected for pupils.

- **Promote good progress and outcomes for pupils.**
  - To facilitate and encourage learning experiences which provide learners with the opportunity to achieve their full potential and to contribute to raising standards of their attainment.

- Be accountable for the attainment, progress and outcomes for all pupils including those with additional needs.
- Plan teaching to build on pupils' capabilities and prior knowledge.
- Guide pupils to reflect on the progress they have made and their emerging needs.
- Encourage pupils to take a responsible and conscientious attitude to their own work and study.

- **Demonstrate good subject and curriculum knowledge.**
  - Delivering a broad and balanced curriculum based on the school policy documents, Schemes of work and the National Curriculum requirements.

- **Plan and teach well-structured lessons.**
  - Impart knowledge and understanding through effective use of lesson time.
  - Set homework and plan other out-of-class activities which are differentiated appropriately to consolidate and extend the knowledge and understanding pupils have acquired.
  - Reflect systematically on the effectiveness of lessons and approaches to teaching.
  - Identify clear teaching objectives and content appropriate to the subject matter and the pupils being taught, and specify how these will be taught and assessed.

- **Adapt teaching to respond to strengths and needs of all pupils.**
  - To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
  - Know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively.
  - Have a secure understanding of how a range of factors can inhibit pupils' abilities to learn, and how best to overcome these.
  - To provide, and use effectively, data to identify learners' needs and those who are underachieving within your responsibility; where necessary, create and implement effective plan of action to support them.

- **Make accurate and productive use of assessment.**
  - Use relevant data to monitor and support the overall development of all pupils and to set appropriate targets and subsequent lessons.
  - Know and understand how to assess the relevant subject and curriculum areas, including statutory requirements.
  - Mark and monitor pupils' classwork and homework, providing constructive oral and written feedback regularly, and setting targets for pupils' progress in line with the marking policy.

- **Manage the health and safety of all pupils.**
  - Promote the safety and well-being of pupils in accordance with the school's Child Protection and other relevant policies.

- To promote and safeguard the welfare of all pupils.

- **Manage behaviour effectively to ensure a good and safe learning environment.**
  - Have clear rules and routines for behaviour in classrooms and take responsibility for promoting good and courteous behaviour both in the classroom and around school.
  - Have high expectations of behaviour, and establish a framework for discipline with a range of strategies in accordance with the school's behaviour policy.
  - Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.
  - To be responsible for creating an attractive, motivating and informative learning environment in the classroom and designated areas around the school. To contribute to display for whole school projects and the organisation of resource areas.

- **Working effectively with colleagues, parents/carers and other professionals.**
  - Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.
  - Collaborate and work with colleagues and other professionals within and beyond the school.
  - Ability to communicate effectively and sensitively with a wider variety of people, including children, staff, parents/carers and the governing body
  - To encourage parent/carer involvement and co-operation in school, to attend parent meetings and to contribute to school functions and events where possible, developing strong and lasting relationships.

- **Fulfil wider professional responsibilities.**
  - Make a positive contribution to the wider life and ethos of the school.
  - Take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues.
  - Recognise that learning takes place inside and outside the school context, and understanding the need to liaise effectively with parents and other carers and with other agencies with responsibility for pupils' education and welfare.
  - Contribute to the school's process of self-evaluation and development and to have regard for your own professional development.
  - Participate in arrangements for the appraisal and review of your own performance, and where appropriate, that of support staff.
  - To take a broader responsibility as a curriculum lead, developing, monitoring and evaluating an agreed area of the curriculum.
  - Understand professional responsibilities in relation to adhering to school policies and practices.
  - Attend team and staff meetings, participate in training and attend and participate in open evenings and student performances.
  - Takes personal responsibility for ensuring knowledge is up-to-date, both in relation to school, local and national level elements.

‘This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.’

Please note that all elements of this person specification may be tested via a task, an interview question or both during the selection process.

Nottingham City Council

Class Teacher

Person Specification

Nottingham City Council

	Essential	Desirable	Application	Documentation	Interview	Assessment
EDUCATION AND TRAINING						
Qualified Teacher Status – degree or equivalent	/		/			
GCSE Maths and English at Grade C or equivalent	/		/			
Evidence of commitment to own professional development	/		/			
EXPERIENCE AND KNOWLEDGE						
Teaching experience in the relevant phase/setting.	/		/			
Excellent teaching skills with clear communication to set goals and pupil expectations.	/		/		/	/
Knowledge of attainment, progress and outcomes to successfully develop learning and teaching strategies.	/		/		/	
Experiences of working with children with a wide variety of learning needs including pupils with special educational needs, pupils with English as an additional language and children from challenging or disadvantaged home circumstances	/		/		/	/
Track record of consistently good or outstanding teaching	/		/		/	
Takes personal responsibility for ensuring knowledge is up to date	/		/		/	/
SKILLS AND ABILITIES						
Be able to create a happy, challenging and effective learning environment	/		/		/	
An ability to use your own initiative	/		/		/	/
Ability to use ICT programmes for teaching and learning and for data management and record keeping	/		/		/	/

A commitment to the ethos of the school and to support its values	/		/		/	
Ability to achieve expected or better than expected rates of progress and high achievement	/		/		/	
Commitment to school improvement	/		/		/	

TEACHING AND LEARNING/CURRICULUM

Understanding of methods to raise standards of attainment	/		/		/	
Ability to ensure that a stimulating, rigorous and suitably challenging learning environment is in place	/		/		/	
Ability to organise and implement an appropriate curriculum for children and young people aged 3-11	/		/		/	
Knowledge of the principles of effective teaching and assessment for learning	/		/		/	/
Effective use of data to analyse and track pupils' progress to identify strengths and areas for improvement and to respond accordingly	/		/		/	/
Knowledge and understanding of curriculum and good subject knowledge, demonstrating knowledge of current issues and recent developments	/		/		/	/
Ability to communicate learning and high expectations clearly and in a way that inspires and motivates children	/		/		/	/

INCLUSION

Clear understanding of all elements of the continuum of educational inclusion with a specific vision for children with special needs and / or disabilities	/		/		/	/
An agreed and consistent approach to school discipline and behaviour	/		/		/	/

EFFECTIVE RELATIONSHIPS AND NETWORKS

Work alongside and have the ability to relate effectively with and gain the respect of staff, children and parents in our diverse community	/		/		/	
Work effectively and in partnership with Governors	/		/		/	
Able to identify, discuss and report safeguarding issues including child protection with the relevant representatives.	/		/		/	

EQUALITIES

Demonstrate, work to the principles of and positively promote equality and diversity and community cohesion	/		/		/	

Please note that all elements of this person specification may be tested via a task, an interview question or both during the selection process.