

JOB DESCRIPTION

Post Title	Newly Qualified Teacher - Primary
-------------------	--

Purpose	To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated cluster school on a supply basis for KS1, 2 and possibly 3.
	To monitor and support the overall progress and development of students as required by the cluster schools.
	To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
	To contribute to raising standards of student attainment.
	To share and support the school and its cluster school's responsibility to provide and monitor opportunities for personal and academic growth.
	To contribute to the maintenance of good order in classrooms, on corridors and everywhere on any school site, within the cluster.

Reporting to	Cover Manager at Ysgol Bryn Eliau, Associate Headteacher at Ysgol Bryn Eliau.
Responsible for	The provision of a full learning experience and support for students.
Liaising with	Head/Deputies, teaching/support staff, LEA representatives, external agencies and parents, as appropriate.
Working Time	Full time – 195 days a year (18 month contract)
Salary/Grade	M1
Disclosure level	Enhanced

MAIN (CORE) DUTIES

Operational/Strategic Planning	To assist in the development of appropriate resources and deliver the work set by classroom teachers.
	To contribute to curriculum areas as required.
	To plan and prepare lessons, when appropriate.
Curriculum Provision	To assist Bryn Elan and its cluster in curriculum provision.
Curriculum Development	To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students in all centres.
Staff Development	To continue personal development in the relevant areas including subject knowledge and teaching methods, working toward passing induction.
	To take part in the school's staff development programme by participating in arrangements for further training and professional development, working towards passing induction.
Recruitment/Deployment of Staff	To ensure the effective/efficient deployment of classroom support, in Ysgol Bryn Elan or its cluster schools.
	To work as a member of a designated team and to contribute positively to effective working relations within the school.
Quality Assurance	To help to implement school quality procedures and to adhere to those.
	To contribute to the process of monitoring and evaluation of the curriculum area in line with agreed school procedures. To seek/implement modification and improvement where required.
	To review own teaching methodologies from time to time.
	To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
Management Information	To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.
	To complete the relevant documentation to assist in the tracking of students, as required by schools.
	To track student progress and use information to inform teaching and

	learning, as required.
Communications	To communicate effectively with the parents of students as appropriate.
	Where appropriate, to communicate and co-operate with persons or bodies outside the school.
	To follow agreed policies for communications in the school.
Marketing and Liaison	To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, Review days and liaison events with partner schools.
	To contribute to the development of effective subject links with external agencies.
Management of Resources	To contribute to the process of ordering and allocation of equipment and materials, as required.
	To assist the Heads of schools to identify resource needs and to contribute to the efficient/effective use of physical resources.
	To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the Schools
Teaching in all schools	To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
	To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
	To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
	To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students.
	To ensure a high quality learning experience for students which meets internal and external quality standards.
	To prepare and update subject materials.
	To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
	To maintain discipline in and out of the classroom in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.

	To undertake assessment of students as requested by external examination bodies, departmental and school procedures.
	To mark, grade and give written/verbal and diagnostic feedback as required.
	To set work for designated classes during planned or unforeseen short term absence.
Professional Teaching Standards	Staff are expected to adhere to the professional standards for Education Practitioners in Wales. The standards clarify the Expectations at each stage of a practitioner's career.
Literacy & Numeracy	All practitioners are expected to be 'teachers of literacy and numeracy' through their subject area, following the school's literacy policies and initiatives.
Other Specific Duties	To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
	To support the school in meeting its legal requirements for worship.
	To promote actively the school's corporate policies.
	To continue personal development as agreed.
	To dress in an appropriate professional manner when in school.
	To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken 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 Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Signed:

Date: