

# Important guidance on completing your application form

- All jobs since leaving school, college or university must be listed in your application. Any gaps **must** be explained in your application.
- All grades must be listed alongside all qualifications.
- We cannot accept friends or family as referees. Your referees should ideally have been line managers, tutors or where you have worked in a school should ideally be the Headteacher.
- Successful candidates will be asked to bring *original* identification and certificates to the interview.
- **Candidates will need to write a supporting statement stating how they meet the attached person specification. (page 2)**

*Boxgrove and Kidbrooke Park Primary Schools are committed to safeguarding children and expects all staff and volunteers to share this commitment. This job is subject to a satisfactory disclosure through the Criminal Records Bureau.*

# **BOXGROVE AND KIDBROOKE PARK PRIMARY SCHOOLS – Class Teacher Person Specification**

The successful candidate will have:

**1. Qualification:**-Qualified teacher status

**2. Knowledge of:**

- a. A broad based primary curriculum / The National Curriculum
- b. Conditions for maximising children's learning

**3. Skills**

- a. Good ability to plan, implement and evaluate the curriculum in accordance with the educational needs of all children and the policies of the school and the requirements of the National Curriculum.
- b. The ability to monitor, assess and record children's learning effectively in accordance with school policies and the requirement of the National Curriculum.
- c. The ability to set up and maintain an attractive and purposeful learning environment which is relevant to the children's needs and challenges their potential.
- d. The ability to communicate relevant information effectively to other staff members, parents, governors and other agencies and liaise effectively.
- e. The ability to utilise appropriate strategies for managing children's behaviour in order to maximise their learning
- f. Good ICT Skills and experience of using ICT to support teaching and learning across the curriculum
- g. A good understanding of inclusion issues, including EAL, SEN, G&T, gender issues etc.
- h. The ability and enthusiasm to take responsibility for a curriculum area (after the induction period).

**4. Equal Opportunities**

- a. Understanding of and willingness to promote the Council's Equal Opportunities Policies and the ability to implement these in the classroom.

**5. Safeguarding and promoting the welfare of children**

- a. Ability to form and maintain appropriate relationships and personal boundaries with children and young people

**6. Personal Qualities**

- a. Ability to work well with colleagues and maintain good relationships with pupils
- b. A commitment to personal professional development and supporting the development of a professional learning community within the school.

# **KIDBROOKE PARK AND BOXGROVE PRIMARY SCHOOLS**

## **Job description for Class Teacher**

### **Purpose of the Job**

1. To carry out the professional duties of a Main Grade Teacher under the Teacher's Contract (as defined in Part of the recent School Teachers' pay and Conditions document) ensuring the education and welfare of a class/group of pupils having due regard to the school's aims, values and curriculum.
2. To share in the corporate responsibility for the well being and discipline of all pupils
3. To promote good relationships with parents and the community

### **Main Activities and responsibilities (based on TDA core standards for teachers)**

#### Professional Attributes

- i) Have high expectations of children and young people including a commitment to ensuring that they can achieve their full educational potential and to establishing fair, respectful, trusting, supportive and constructive relationships with them.
- ii) Be able to hold positive values and attitudes and adopt high standards of behaviour in your professional role.
- iii) Maintain an up-to-date knowledge and understanding of the professional duties of teachers and the statutory framework within which they work, and contribute to the development, implementation and evaluation of school policies and practice, including those designed to promote equality of opportunity
- iv) (a) Communicate effectively with children, young people and colleagues.  
(b) Communicate effectively with parents and carers, conveying timely and relevant information about attainment, objectives, progress and well-being.  
(c) Recognise that communication is a two-way process and encourage parents and carers to participate in discussions about the progress, development and well-being of children and young people.
- v) Recognise and respect the contributions that colleagues, parents and carers can make to the development and well-being of children and young people, and to raising their levels of attainment.
- vi) Have a commitment to collaboration and co-operative working, where appropriate.
- vii) Be able to evaluate your performance and be committed to improving their practice through appropriate professional development
- viii) Have a creative and constructively critical approach towards innovation; being prepared to adapt your practice where benefits and improvements are identified
- ix) Act upon advice and feedback and be open to coaching and mentoring

## Professional Knowledge and Understanding

- i) Have a good, up-to-date working knowledge and understanding of a range of teaching, learning and behaviour management strategies and know how to use and adapt them, including how to personalise learning to provide opportunities for all learners to achieve their potential.
- ii) Know the assessment requirements and arrangements for the subjects/ areas you teach, including those relating to public examinations.
- iii) Know a range of approaches to assessment, including the importance of formative assessment.
- iv) Know how to use local and national statistical information to evaluate the effectiveness of your teaching, to monitor the progress of your pupils and to raise levels of attainment.
- v) Know how to use reports and other sources of external information related to assessment in order to provide learners with accurate and constructive feedback on their strengths, weaknesses, attainment, progress and areas for development, including action plans for improvement.
- vi) Have a secure knowledge and understanding of the primary curriculum and related pedagogy including: the contribution that your subjects/curriculum areas can make to cross-curricular learning; and recent relevant developments.
- vii) Know and understand the relevant statutory and non-statutory curricula and frameworks, including the Primary Framework and other relevant initiatives.
- viii) Know how to use skills in literacy, numeracy and ICT to support your teaching and wider professional activities
- ix) Understand how children and young people develop and how the progress, rate of development and well-being of learners are affected by a range of developmental, social, religious, ethnic, cultural and linguistic influences
- x) Know how to make effective personalised provision for your pupils, including those for whom English is an additional language or who have SEN or disabilities, and how to take practical account of diversity and promote equality and inclusion in your teaching
- xi) Understand the roles of colleagues such as the Inclusion Manager/Senco, and the contributions they can make to the learning, development and well-being of children and young people
- xii) Know when to draw on the expertise of colleagues, such as the Child Protection Officer and Inclusion Manager/Senco, and to refer to sources of information, advice and support from external agencies
- xiii) Know the current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of children and young people
- xiv) Know the local arrangements concerning the safeguarding of children and young people
- xv) Know how to identify potential child abuse or neglect and follow safeguarding procedures
- xvi) Know how to identify and support children and young people whose progress, development or well-being is affected by changes or difficulties in their personal circumstances, and when to refer them to colleagues for specialist support.

## Professional Skills

- i) Plan for progression across the age and ability range you teach, designing effective learning sequences within lessons and across series of lessons informed by secure subject/curriculum knowledge.
- ii) Design opportunities for learners to develop their literacy, numeracy, ICT and thinking and learning skills appropriate within your phase and context
- iii) Plan, set and assess homework, other out-of-class assignments and coursework for examinations, where appropriate, to sustain learners' progress and to extend and consolidate their learning
- iv) Teach challenging, well-organised lessons and sequences of lessons across the age and ability range you teach in which they:
  - (a) use an appropriate range of teaching strategies and resources, including e-learning, which meet learners' needs and take practical account of diversity and promote equality and inclusion
  - (b) build on the prior knowledge and attainment of those they teach in order that learners meet learning objectives and make sustained progress
  - (c) develop concepts and processes which enable learners to apply new knowledge, understanding and skills
  - (d) adapt their language to suit the learners they teach, introducing new ideas and concepts clearly, and using explanations, questions, discussions and plenaries effectively
  - (e) manage the learning of individuals, groups and whole classes effectively, modifying their teaching appropriately to suit the stage of the lesson and the needs of the learners.
- v) Teach engaging and motivating lessons informed by well-grounded expectations of learners and designed to raise levels of attainment
- vi) Make effective use of an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives and monitoring learners' progress and levels of attainment
- vii) Provide pupils, colleagues, parents and carers with timely, accurate and constructive feedback on learners' attainment, progress and areas for development
- viii) Support and guide pupils so that they can reflect on their learning, identify the progress they have made, set positive targets for improvement and become successful independent learners
- ix) Use assessment as part of your teaching to diagnose learners' needs, set realistic and challenging targets for improvement and plan future teaching
- x) Review the effectiveness of your teaching and its impact on learners' progress, attainment and well-being, refining approaches where necessary.
- xi) Review the impact feedback and guide pupils on how to improve their attainment
- xii) (a) Establish a purposeful and safe learning environment which complies with current legal requirements, national policies and guidance on safeguarding so that learners feel secure and sufficiently confident to make an active contribution to learning and to the school.  
(b) Make use of the local arrangements concerning the safeguarding of children and young people.

- (c) Identify and use opportunities to personalise and extend learning through out-of-school contexts where possible making links between in-school learning and learning in out-of-school contexts.
- xiii) (a) Manage learners' behaviour constructively by establishing and maintaining a clear and positive framework for discipline, in line with the school's Positive Behaviour Policy.
  - (b) Use a range of behaviour management techniques and strategies, adapting them as necessary to promote the self-control and independence of learners.
- xiv) Promote learners' self-control, independence and cooperation through developing their social, emotional and behavioural skills
- xv) Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them

### Equal Opportunities

To support the school's / Borough's Equal Opportunities policies including Anti-Racist Policy.

#### \* Carrying out the responsibilities of a subject (specified) co-ordinator

By:

- a) Advising teachers on the setting up and maintenance of areas their classrooms to help promote the development of specific subject
- b) Monitoring curriculum delivery to ensure that children are receiving their entitlement in conjunction with the Continuity and Progression, Breadth and balance leaders and deputy head as appropriate
- c) Advising and guiding colleagues in the preparation of policies in all areas of the curriculum in relation to specified subject
- d) Co-ordinating curriculum events from time to time in consultation with colleagues
- e) Maintaining a stock of books and equipment, including ICT, in relation to specific subject

\* Not in induction year.

Agreed Class Teacher:

Name: \_\_\_\_\_

Signature \_\_\_\_\_

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

Signature \_\_\_\_\_