**JOB DESCRIPTION & PERSON SPECIFICATION**

**Primary Teacher**

JOB PURPOSE

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| * To ensure high quality teaching, effective use of resources and the highest standards of care, learning and achievement for all pupils.
* The role of Primary Teacher is to work alongside teaching colleagues, under the direction of the Primary Lead and Head Teacher, as a lead mentor and coach, ensuring the best possible progress for all children.
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DUTIES

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| The key duties include but are not limited to the following: **Specific DUTIES** * Promote and support the ethos of the school;
* Attend assemblies and events, and contributing to the preparation of these throughout the year;
* Work to achieve the general and particular aims of the school, expressed in the School Mission Statement and the School Improvement Plan;
* To plan effectively to ensure pupils have the opportunity to meet their potential, notwithstanding differences of race and gender, and taking account of the needs of pupils who are under achieving or very able.
* To plan effectively to meet the needs of pupils with Special Educational Needs and in collaboration with the SENCO, prepare, implement, monitor and review Individual Educational Plans.
* To assess, record and monitor each pupil’s progress in line with the National Framework profile and to report to parents.
* To monitor pupil’s class and home activities, providing constructive, oral and written feedback.
* To use teaching strategies that keep pupils engaged through effective questioning, lively presentation and good use of resources.
* To create a safe and stimulating learning environment that supports learning and in which pupils feel secure and confident.
* To set high expectations for pupil behaviour, establishing and maintaining a good standard of discipline based on mutual respect and personal responsibility. To deal with inappropriate behaviour in the context of the school Mission Statement, Positive Behaviour Policy and Anti-Bullying Policy.
* To set a good example to the pupils taught through one’s presentation and one’s personal conduct.
* In line with the One School Vision Creating Self Directed Learners.
* To have an up to date knowledge and understanding of the professional duties of teachers and the statutory framework within which you work.
* To have an up to date knowledge of the KS2 National Curriculum and assessment framework
* To take responsibility for implementing school policies and practice, including those relating to equality of opportunity

**OTHER Duties*** To take responsibility for one’s own professional development including Performance Management procedures.
* To attend training in and out of school, as directed by the Leadership Team.
* To work effectively as a member of the school team, establishing and maintaining good relationships with colleagues, parents and pupils.
* To manage support staff and other adults effectively, involving them where appropriate with the planning and management of pupil’s learning.

**General Duties*** To perform such other duties as may be requested from time to time, commensurate with the role
* Uphold and promulgate the Focus ethos within all areas of responsibility
* Contribute to, share in and promote the wider and longer term vision of FLT and OneSchool.
* To promote equality, diversity and inclusion and demonstrate this within the role, adhering to the FLT Equal Opportunity Policy
* Comply with and support the implementation of all School and FLT policies
* To adhere to Health & Safety Policies and ensure all tasks are carried out with due regard to Health and Safety
* To work with due regard to confidentiality and the principles of Data Protection, encouraging others to do the same

**PERSONAL Duties*** To set an example of positive personal integrity and professionalism, with positive, appropriate and effective communications and relationships at all levels
* Ensure high standards are maintained, progressed and promoted in all areas of work
* To undertake appropriate professional development and positively participate in the appraisal of own performance
* Communicate and co-operate effectively and positively with specialists from outside agencies where applicable
* Attendance at staff meetings as appropriate

**SAFEGUARDING** |
| Focus Learning Trust and its affiliated schools are committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks.We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. This is in line with statutory guidance Keeping Children Safe in Education 2016 and The Education Act, we expect all staff and volunteers to share this commitment  |

Reporting To

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| * Reporting to Key Stage Progress Leader / Head Teacher
* No direct reports or ongoing supervision to others / Responsible for supervising the work of students in Primary years
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**S**UPPORT FOR THE ROLE

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| The role is supported on occasion by ………………….. Focus Learning Trust provides a range of support services in areas such as ICT, recruitment, HR, policies, resources and compliance.  |

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| **Employee Signature:** |  |
| **Line Manager Signature:** |  |
| **Date:** |  |

ISSUED BY

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| Focus Learning Trust Issue date: April 2019  |

**JOB TITLE**

Person Specification

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|  **Specification** | **Essential** | **Desirable** |
| **Experience and Knowledge** | * Qualified Primary Teacher
 | Experience teaching across a range of year groups in KS2Experience of teaching SAT’s |
| **Education and Qualifications** | * QTS / PGCE in Primary Education
* Degree
* Level 3 Qualifications
* GCSE’s at grades C and above in English and Maths
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| **Skills and Abilities** | * Positive Team Member
* Proactive and Flexible
* Good communication skills written and verbal
* Good organisational skills
* A positive role model of professional practice and conduct of others
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| **Training** | * Willingness to undertake relevant training and identify own development needs
* Committed to ongoing CPD and Professional development
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| **Attributes and Attitudes** | * Flexible approach and positive attitude towards work
* Punctual and reliable
* Ability to adapt to changes in the workplace
* Team player
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| **Equality, diversity and inclusion** | * Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application
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| **Safeguarding**  | * Knowledge, understanding and commitment to safeguarding and promoting the welfare of students
* Ability to form and maintain appropriate relationships and personal boundaries with students
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The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.

Focus Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

All staff are expected to be committed to the Equal Opportunities Policy.