



## Woodham Ley Primary School

Woodham Ley Primary School (part of the Robus Multi Academy Trust) is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

All appointments are subject to an enhanced DBS check, medical clearance and references.

### **Person Specification**

**Personal Qualities** including:

<b>Qualifications and Experience Requirements</b>	<b>Evidence</b>
<ul style="list-style-type: none"> <li>• QTS (Qualified Teacher Status)</li> <li>• Evidence of exemplary classroom teaching.</li> <li>• Evidence of regular and appropriate professional development</li> <li>• An awareness of national trends and developments</li> <li>• A clear understanding of the National Curriculum, assessment and of modern primary teaching techniques</li> <li>• Experience of using ICT to develop cross curricula links</li> <li>• High expectations of children, staff and parents</li> <li>• A commitment to personal and professional development</li> <li>• A commitment to the involvement of parents in their children's learning</li> </ul>	
<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>• Good interpersonal skills and the ability to develop and maintain good relationships with staff, parents and children</li> <li>• Willingness to work as part of a team to meet challenges</li> <li>• Excellent organisational skills</li> </ul> <p><i>Safeguarding and promoting the welfare of children</i></p> <ul style="list-style-type: none"> <li>• Awareness, understanding and successful experience of:               <ul style="list-style-type: none"> <li>○ National and local safeguarding guidance</li> <li>○ Developing and ensuring a safe and supportive school culture</li> <li>○ Contributing to the development of policies and practises that minimise opportunities for abuse or ensure its prompt reporting.</li> </ul> </li> </ul>	

## Job Description

<b>Job Title</b>	<b>Class Teacher</b>
<b>Grade</b>	
<b>Reports to</b>	<i>The Headteacher</i>
<b>Responsible for</b>	<i>Teaching Assistants</i>
<b>Liaison with</b>	<i>Teaching and Support Staff</i>
<b>Job Purpose</b>	To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the head teacher
<b>Duties</b>	<p><b>Planning, Teaching and Class Management</b></p> <p>Teach allocated pupils by planning their teaching to achieve progression of learning through:</p> <ul style="list-style-type: none"> <li>• identifying clear teaching objectives and specifying how they will be taught and assessed;</li> <li>• setting tasks which challenge pupils and ensure high levels of interest;</li> <li>• setting appropriate and demanding expectations;</li> <li>• setting clear targets, building on prior attainment</li> <li>• identifying SEN or very able pupils;</li> <li>• providing clear structures for lessons maintaining pace, motivation and challenge;</li> <li>• making effective use of assessment and ensure coverage of programmes of study;</li> <li>• ensuring effective teaching and best use of available time;</li> <li>• maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework;</li> <li>• using a variety of teaching methods to:             <ol style="list-style-type: none"> <li>i. match approach to content, structure information, present a set of key ideas and use appropriate vocabulary</li> <li>ii. use effective questioning, listen carefully to pupils, give attention to errors and misconceptions</li> <li>ii. select appropriate learning resources and develop study skills through library, I.C.T. and other sources;</li> </ol> </li> <li>• ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;</li> <li>• evaluating own teaching critically to improve effectiveness;</li> <li>• ensuring the effective and efficient deployment of classroom support</li> <li>• taking account of pupils' needs by providing structured learning</li> <li>• opportunities which develop the areas of learning identified in national and local policies and particularly the foundations for literacy and numeracy;</li> <li>• encouraging pupils to think and talk about their learning, develop self-control and independence, concentrate and persevere, and listen attentively;</li> </ul>

	<ul style="list-style-type: none"> <li>• using a variety of teaching strategies which involve planned adult intervention, first-hand experience and play and talk as a vehicle for learning.</li> </ul> <p><b>Monitoring, Assessment, Recording, Reporting</b></p> <ul style="list-style-type: none"> <li>• assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;</li> <li>• mark and monitor pupils' work and set targets for progress;</li> <li>• assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving;</li> <li>• undertake assessment of students as requested by examination bodies, departmental and school procedures;</li> <li>• prepare and present informative reports to parents.</li> </ul> <p><b>Curriculum Development</b></p> <ul style="list-style-type: none"> <li>• contribute to the whole school's planning activities.</li> </ul>
<p><b>General</b></p>	<ul style="list-style-type: none"> <li>• <i>To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</i></li> <li>• <i>To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</i></li> <li>• <i>Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</i></li> <li>• <i>The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</i></li> <li>• <i>The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade”.</i></li> </ul>