



# Job Description

## Job Information

*All information to be as shown on organisation chart.*

**Job Title:**

Class Teacher – Key Stage 2

**Division:**

School

**Section:**

Broadlands Primary School

**Directorate:**

Children & Young People

**Responsible to:**

Headteacher of the Federation and Head of Learning

**Functional Links:**

Headteacher, Head of Learning, Governors, SLT, other staff including learning support staff, outside agencies, parents

**Main Purpose of Job:**

- Comply with and build upon the Teachers Standards in England, understanding that teachers at Broadlands are, over time, required to extend the depth and breadth of skill, knowledge and understanding appropriate to the context, role and their career stage.
- Carry out teaching duties as appropriate in accordance with the school's schemes of work, be prepared to contribute to the revision and updating of those SOWs when necessary.
- To provide all students with a high quality learning programme, through which each individual is able to improve their own performance, so that they achieve the highest possible standards.
- To be willing to coordinate an aspect of the school curriculum (this may be negotiated according to the successful candidates strengths and/or experience).
- To manage resources effectively and to understand the need to balance subject specific needs with the needs of the whole school.

**Main Duties and Responsibilities:****• Teaching and supervising work by students**

Set high expectations for children in your class by looking with the Head of Learning at end of key stage goals that meet or exceed the national expectation of levels/sub levels of progress.

Use this knowledge of prior attainment to plan for, teach and guide children to progress at an appropriate rate.

Use a values approach to encourage children to take a responsible and conscientious approach towards their learning, work and study.

**• Planning**

To plan and prepare long, medium and short term sessions with an appropriate level of challenge for all abilities and taking into consideration the needs, interests, experience and existing knowledge of children in the class.

**• Marking and recording**

To mark all work in line with the school's marking policy after every piece of work is completed, and guide children with their next steps. Level work and take part in moderation of work within the school and with colleagues from other schools.

To set and mark homework regularly.

**• Discipline and relationships**

To maintain good order, discipline and respect for others among pupils.

To promote understanding of the school's rules and values.

To safeguard health and safety.

To develop relationships with and between pupils conducive to optimum learning.

To model consistently high standards of personal and professional conduct, and to develop effective professional relationships with colleagues.

- **Communication with parents**

To build and maintain co-operative relationships with parents, and to communicate with them on pupils' learning and progress, drawing attention to special skills and talents as well as to problems or difficulties.

- **The classroom**

To maintain an attractive and stimulating classroom environment that enhances learning, in particular literacy and numeracy learning, and to contribute to displays in the school as a whole.

- **Reports**

To provide oral and written assessments, reports and references, relating to the development and learning of individual pupils and groups of pupils.

- **Review**

To evaluate and review own teaching methods, materials and schemes of work, and to make changes as appropriate.

- **Professional Development**

To keep up-to-date with current educational thinking and practice, both by study and by attendance at courses, workshops and meetings, and take part in appraisals and reviews.

Any other duties deemed necessary by the Headteacher of the Federation and / or Head of Learning.

Broadlands Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post holder will be required to provide an enhanced DBS Disclosure.

*This Job Description covers the main duties and responsibilities of the job. Other activities commensurate with this Job Description may from time to time be undertaken by the Job Holder*

<b>Date Job Description reviewed:</b>	March 2016
Head Teacher Name:	Head Teacher Signature: Date:



# PERSON SPECIFICATION

<b>Job Information:</b> <i>All information to be as shown on organisation chart.</i>		
<b>Job Title:</b> Class Teacher – Year 2	<b>Division:</b> School	<b>Section:</b> Broadlands Primary School
<b>Directorate:</b> Children & Young People		
	Essential	Method of Assessment*
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>Ability to teach to KS2.</li> <li>Commitment to improving student learning and raising achievement.</li> <li>Enthusiasm to inspire in pupils a desire to learn and participate.</li> <li>Ability to communicate clearly and persuasively.</li> <li>Well developed inter-personal skills and flexible approaches in using them with staff, students, parents and the wider community.</li> <li>Experience and understanding of pupils of all abilities.</li> </ul>	AF, I, SM, P
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>Appropriate teaching and academic qualifications, including degree and PGCE.</li> <li>Meets the Teaching Standards in England September 2012.</li> </ul>	AF, I, SM, P
<b>Experience (in line with career stage expectations)</b>	<ul style="list-style-type: none"> <li>Experience of teaching within KS2 of a primary school, with proven success.</li> <li>Experience of curriculum planning, assessment and moderation.</li> <li>Experience of team work.</li> <li>Proven record as a teacher whose pupils reach high standards of learning and achievement.</li> <li>Able to enthuse, motivate and discipline pupils.</li> <li>Successful track record of achieving school improvement in previous posts or current post.</li> <li>Evidence of continuing professional development (CPD).</li> </ul>	AF, I, SM, P
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Wide ranging knowledge of current developments in the National Curriculum and its assessment.</li> <li>Very good knowledge of inclusive curriculum and pastoral approaches to school improvement.</li> <li>Specific knowledge of innovative educational approaches which make a difference to pupil outcomes.</li> <li>Clear knowledge of the educational challenges facing children in the school and of how these will be best met.</li> </ul>	AF, I, SM, P

	<b>Essential</b>	<b>Method of Assessment*</b>
<b>Other Factors</b>	<ul style="list-style-type: none"> <li>• Enjoy working with children / young adults and the opportunities that this offers them.</li> <li>• Strong personal commitment to inclusive educational aims and policies.</li> <li>• Capacity to be a positive role model who will consistently promote high expectations amongst pupils and staff.</li> <li>• A flexible, collegiate and team working approach.</li> <li>• Strong personal commitment and drive to achieving improved outcomes for all pupils.</li> <li>• Pro-active and outward looking attitudes to the development of strong links with the wider community.</li> <li>• Willingness to reflect upon his / her experiences in a critical and constructive manner.</li> <li>• Police clearance.</li> <li>• Fluency Duty - The ability to converse at ease with members of the public and provide advice and information in accurate spoken English is essential for the post.</li> </ul>	<p>AF, I, SM, P</p> <p>Enhanced DBS Check</p>
<b>Date Person Specification reviewed:</b>	March 2016	
Line Manager Name:	Line Manager Signature: Date:	

\*Method of Assessment: AF = Application Form; I = Interview;  
 SM = Selection Method; P= Presentation