



## St Paul's CofE Junior School Job Description – KS2 Teacher

School:	St Paul's Church of England Junior School
Responsible to:	Headteacher
Grade:	MPS/UPS

### Purpose

Under the direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions document.

### Principle Responsibilities

To undertake all duties required of a qualified teacher.

### Main Duties

#### 1. Curriculum Planning and Provision

- Help develop and maintain a curriculum in line with the school policy to meet the needs of individual children in the class.
- Work with other members of staff to identify clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and pupils being taught.
- Monitor and evaluate the curriculum and review planning, assessment, record keeping and reporting procedures as and when requested.
- Under the direction and guidance of the Leadership Team, actively contribute to and support the development of one or more specified curriculum areas.
- Ensure efficient use and maintenance of all material teaching resources within the classroom and working environment and ensure available resources are used effectively to support the curriculum.
- Be involved in team and whole school planning meetings.

#### 2. Learning and Teaching

- Help to formulate and produce coherent long, medium and short term planning which ensures continuity and progression, takes into account the needs of the whole school as well as individual pupils and encourages the development of independent learning.
- Employ a range of suitable learning and teaching strategies and styles to ensure effective learning.
- Present appropriately demanding subject content, skills and understanding in a clear and stimulating manner, thereby motivating and sustaining the interest of pupils and raising levels of attainment.
- Develop, maintain and use resources appropriate to chosen learning objectives.
- Ensure the effective deployment of teaching assistant support in the classroom.
- Analyse and evaluate the children's learning to inform future planning and teaching and learning activities.
- Create and maintain an orderly, safe, stimulating and informative classroom environment where children feel part of a community. Take care of the presentation and maintenance of whole school environment and encourage others to do so.
- Have knowledge and understanding of, and maintain good practice and implement changes in accordance with developments in educational theory and practice.
- Set pupil targets, assess progress and maintain records in accordance with school policy.
- Identify more Able and Gifted and Talented children and set appropriately challenging targets.

#### 3. Pastoral Care

- Develop positive relationships with all children and promote their general progress, achievements, well-



being and participation in all aspects of school life.

- Maintain a positive approach to child management, supporting the school's policies relating to attendance, punctuality and behaviour.
- Identify pupils with special educational needs, write reports and contribute to discussions, meetings and make recommendations.
- Ensure a class code of conduct is implemented following appropriate consultation with pupils and relevant staff.
- Maintain a system of rewards and sanctions which is in line with school policy and is understood and appreciated by pupils and parents.
- Provide opportunities that contribute to the quality of the children's wider educational development, including their personal, spiritual, social, moral and cultural development.
- Ensure the health and safety of all children on school premises and when involved in educational visits, off site activities etc.
- Ensure that Safeguarding procedures are understood and fully implemented.
- Relationships with pupils, parents/carers and the wider community
- Develop positive links with parents/carers, Governors, and the local community by supporting the school's approach to community involvement and cohesion, including participation in school events.
- Report appropriately to parents/ carers on the needs and progress of their children.
- Encourage the involvement of parents/ carers in the education of their children and respond promptly to queries and concerns.
- Uphold the school's links with the local community, pre-schools, local schools, LA and other external agencies.

#### **4. Performance Management and Professional Development**

- Take shared responsibility for your own continuing professional development by participating in a range of professional development opportunities e.g. staff training, staff meetings, INSET days, LA and other external training.
- Actively engage in the annual Performance Management review process in accordance with the school's policy and national guidance.
- Disseminate information from professional development activities undertaken and ensure colleagues receive feedback from monitoring and evaluation activities.



## St Paul's CofE Junior School Person Specification – KS2 Teacher

**When completing your application, please ensure you provide clear examples of how you meet the essential and desirable criteria.**

Attributes	Essential	How measured	Desirable	How measured
<b>Experience</b>	Teaching across age range and an exemplary practitioner and role model.	1, 2, 5	Experience of and willingness to run an extra-curricular club.	1, 2
	Proven experience of accurate and effective teacher assessment and the ability to set and meet challenging pupil targets.			
	Planning and managing the work of classroom assistants / learning support assistants.	1, 2		
	An excellent understanding of the requirements of the new KS2 National Curriculum.	1, 2		
	Knowledge of the new SEND Code of Practice	1, 2		
<b>Skills / abilities</b>	Able to communicate with a variety of stakeholders – pupils, governors, colleagues, parents, community, external agencies.	2, 3		
	Ability to be an excellent role model for positive behaviour management.	3, 5	An excellent understanding of least to most intrusive behaviour management strategies.	2, 3
	Ability to use IT effectively to support both the curriculum and work organization.	1, 2, 5		
	Ability to work as part of, and contribute to a whole school team.	1, 2, 5		
	Experience of data analysis and the use of data to monitor pupil progress.	1, 2		
	Ability to deliver consistently high quality lessons, evaluate the impact and develop future planning accordingly.	1, 2, 5		
<b>Inclusion</b>	Demonstrable commitment to inclusive teaching and learning.	1, 2, 5		
	Awareness and understanding of the effects of discrimination on pupils, parents, colleagues and policy.	1, 2		
<b>Education and Training</b>	Qualified Teacher Status	4		
	Evidence of ongoing continuing professional development.	4		
<b>Personal Qualities</b>	Well organized with the ability to prioritise effectively.	5		
	A good sense of humour.	2, 3, 5		
	Commitment to supporting and upholding the Christian values and ethos of our school			

Essential ~ without which a candidate would be rejected. Desirable ~ useful for choosing between two strong candidates

Measure ~ 1 = Application Form 2 = Interview 3 = Practical Exercises 4 = Proof of Qualification 5 = Evidence from Referees.

We will consider any reasonable adjustments under the terms of the Equality Act 2010 to enable an applicant with a disability to meet the requirements of the post.