

# Elson Junior School

## Job Description

Elson Junior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure Barring Checks along with other relevant employment checks. Our purpose, driven by our school values, is to enable all pupils to maximise their potential in all areas of their development. As a school community we celebrate achievement and always aim for progress.

### POST: Class Teacher

<b>Main Purpose of the Role</b>
<p>The teacher will:</p> <ul style="list-style-type: none"> <li>● Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document</li> <li>● Meet the expectations set out in the Teachers' Standards</li> </ul>
<b>Main Responsibilities</b>
<p><b>Teaching</b></p> <ul style="list-style-type: none"> <li>● Understand the individual needs, attainment and circumstances of the pupils in their class</li> <li>● Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work</li> <li>● Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment</li> <li>● Adapt teaching to respond to the strengths and needs of pupils</li> <li>● Set high expectations which inspire, motivate and challenge pupils</li> <li>● Promote good progress and outcomes by pupils</li> <li>● Demonstrate good subject and curriculum knowledge</li> <li>● Participate in arrangements for preparing pupils for external tests</li> <li>● Ensure SEND pupil passports are completed in line with the school's timelines and procedures</li> </ul> <p><b>Whole-school organisation, strategy and development</b></p> <ul style="list-style-type: none"> <li>● Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, to support the school's values and vision</li> <li>● Model behaviour in line with the school values of Aspiration, Creativity, Integrity, Adaptability and Compassion</li> <li>● Make a positive contribution to the wider life and ethos of the school</li> <li>● Work with others on curriculum and pupil development to secure co-ordinated outcomes</li> </ul> <p><b>Health, safety and discipline</b></p> <ul style="list-style-type: none"> <li>● Promote the safety and wellbeing of pupils following the school's policies such as the Safeguarding, Child Protection and Behaviour Policy, Health &amp; Safety Policy, e-safety Policy, and Home School Agreement.</li> </ul>

- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

## **Professional development**

- Take part in the school's performance management procedures
- Actively engage with and implement training and development related to the school improvement plan in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others
- Proactively to maintain awareness and understanding of current educational pedagogical research

## **Communication**

- Communicate effectively with pupils, parents and carers
- Meet regularly, usually termly, with parents to discuss their children's progress
- Communicate curriculum provision to parents each half term via ParentMail and to the school's website
- Ensure that planning for support staff is communicated in a timely, clear and detailed manner in line with the developmental needs of support staff.

## **Working with colleagues and other relevant professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop respectful, constructive, effective professional relationships with colleagues
- Effective communication in relation to teaching provision as part of a teaching team and across the school in role as a subject leader.

## **Personal and professional conduct**

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities
- In line with the tone of the school's Statement of Values, Code of Conduct, Home School Agreement and Behaviour Policy, to maintain a professional vocabulary and communication approach in relation to colleagues, parents and pupils.

## **Subject Leadership**

- To lead a curriculum subject ensuring the aim of the curriculum provision is clear for all staff; through monitoring of year group long term plans that national curriculum requirements are covered; and through book looks and pupil conferencing that progression is evident through year groups.
- To maintain a short subject overview report for senior leaders and governors that details the overall focus or target for the subject for the year, summarises monitoring outcomes and identifies next steps for improvement.

# Elson Junior School

## Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding and welfare of all pupils in the school
- Uphold and model the standards outlined in the school's Code of Conduct, promoting a safe, respectful, and inclusive learning environment at all times.

## Upper Pay Scale Teachers

- To model through active demonstration proper and professional regard for the ethos, policies and practices of the workplace
- In consultation with the Headteacher or Assistant Headteacher to lead a team, working party or individual members of staff to address specific aspects of school improvement.
- Upper pay scale teachers are expected to demonstrate impact on pupil outcomes across the whole school and work to develop school policies and practices to secure tangible school improvement.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

## Person specification

Criteria	Qualities
Qualifications and experience	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Degree</li> <li>• Successful primary teaching experience</li> </ul>
Skills and knowledge	<ul style="list-style-type: none"> <li>• Knowledge of the National Curriculum</li> <li>• Knowledge of effective teaching and learning strategies</li> <li>• A good understanding of how children learn</li> <li>• Ability to adapt teaching to meet pupils' needs</li> <li>• Ability to build effective working relationships with pupils</li> <li>• A good understanding of how to effectively and proactively communicate with the whole school community ie parents, colleagues and pupils</li> </ul>

	<ul style="list-style-type: none"><li>• Knowledge of guidance and requirements around safeguarding children</li><li>• Knowledge of effective behaviour management strategies</li><li>• Good ICT skills, particularly using ICT to support learning</li><li>• Good time management and ability to prioritise</li></ul>
Personal qualities	<ul style="list-style-type: none"><li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li><li>• High expectations for children's attainment and progress</li><li>• An ability to motivate others (children and adults) to strive for improvement</li><li>• Ability to work under pressure and prioritise effectively</li><li>• Commitment to maintaining confidentiality at all times</li><li>• Commitment to safeguarding and equality</li><li>• Good personal organisation to enable readiness for the teaching day and future events in the School Action Plan Calendar</li></ul>