

Kirklees

COUNCIL

SERVICE AREA: EDUCATION

SECTION: Newsome Junior School

POST TITLE: CLASSROOM TEACHER – Key Stage 2

GRADE/SCALE: MAIN PAY SCALE

PURPOSE OF POST

To be responsible for carrying out the professional duties of a Class Teacher (Main Pay Scale) as set out in the Teacher's Pay and Conditions of Employment Document.

DUTIES AND RESPONSIBILITIES

1. To undertake class teaching duties for a class of KS2 age children including any children with special needs; providing them with an effective education in line with National Curriculum guidance and the school's aims and objectives.
2. To maintain an excellent learning environment and undertake tasks relating to the successful organisation of all classroom activities.
3. To plan and deliver lessons and schemes of work appropriate for the age range taught.
4. To maintain in all teaching groups a standard of conduct and discipline to promote the successful delivery of the teaching programme in line with school policies
5. To promote the academic progress of individual pupils through collaboration and professional consultation as may be necessary having regard to the needs and abilities of each child based on ongoing assessments.
6. To record pupil attainment and progress and provide reports as required by the agreed procedures in school
7. To promote the social and emotional welfare of individual pupils in the school.
8. To attend within the specified time allocations regular or occasional meetings with colleagues, parents, representatives of external agencies as required by the Head Teacher.
9. To co-ordinate, develop and/or advise on a national curriculum subject for Key

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Stage as appropriate.

10. To supervise the work of support staff as required.
11. To supervise and actively maintain the good order and the health and safety of pupils engaged in authorised school activities both on site and elsewhere.
12. To comply with arrangements to cover for the absence of colleagues within the guidance of the current Pay and Conditions of Service.
13. To participate in Continuous Professional Development activities as required within the guidance of the current Pay and Conditions of Service.
14. To carry out other duties appropriate to the level expected of a teacher on Main Professional Grade relating to the efficient organisation of the school.

The postholder's duties must at all times be carried out in compliance with the Council's Equal Opportunities Policy and other policies designed to protect employees or service users from harassment.

- a) Take reasonable care of the health and safety of self, other persons and resources whilst at work.
- b) Co-operate with management of the Service as far as is necessary to enable the responsibilities placed upon the Service under the Health and Safety at Work Act to be performed, eg operate safe working practices.
- c) It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards service users or employees, including those who may be for example from minority ethnic communities, women, disabled or older people, lesbians or gay men. The postholder should also counteract such practice or behaviour by challenging or reporting it.

RESPONSIBLE TO: The Head Teacher

Completed application forms should be returned to the Headteacher at the school by 12 noon on Tuesday 1st December 2020

JD Reference No	
JD Prepared / Amended	May 2019
Refers to Estab(s)	382 2045

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Personnel Specification: Teacher (MPS – Maternity Cover) at Newsome Junior School January 2021

You will only be short listed from the details in the application form if you meet all the criteria ranked as A. If a large number of applications are received, only those who meet the criteria ranked B will be short listed.

	Criteria	Rank	How Identified
Education and Training	1a. Qualified Teacher Status	A	Application Form
	1b. Relevant experience of teaching in Key Stage 2	A	Application Form
Relevant Experience	2a. An excellent classroom practitioner	A	Letter of Application
	2b. A proven track record of meeting the needs of all learners	A	References
	2c. A clear understanding and experience of formative assessment principles	A	Interview
	2d. An ability to work effectively in a team situation	A	
Knowledge and Skills	3a. A commitment to upholding the ethos and values of the school in relation to behaviour, standards and our teaching and learning policy	A	Letter of Application
	3b. A strong pedagogical knowledge across all subjects	A	References
	3c. A clear understanding of the expected outcomes for standards	A	Interview
	3d. An understanding of how children learn and strategies to support additional needs.	A	
	3e. Ability to provide engaging, motivating, child centred learning experiences on a daily basis	A	
	3f. Excellent classroom management skills	A	
	3g. Good knowledge of and competence in ICT	A	
	3h. Well organised and committed to self-evaluation for improvement	A	
	3i. A commitment and ability to work as a constructive, reflective and <u>equal</u> member of a team in a shared learning environment/ethos	A	
	3j. Emotional intelligence, resilience and commitment to self-reflection	A	
Specialist skills	4a. Passionate about changing children's life chances through education	A	Letter of Application
	4b. Knowledge and understanding of safeguarding legislation and procedures	A	References
	4c. A commitment to and understanding of equality, diversity and inclusion	A	Interview
	4d. For more experienced candidates, experience of leading a subject area would be desirable	B	
Other	5a. Willingness to undertake an enhanced Disclosure and Barring Service check. Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.	A	Application

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form. The letters A and B in the "rank" column refer to the importance we will give your answers when we read your applications. You must have all the A's on day one to be able to do the job, you need to have all the B's to do the job, but they could be learnt during the induction. We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this. Where criteria are to be identified through the "Selection Process", this may involve presentations, teaching demonstrations, group discussions, interview etc.