Post – Teacher

Responsible to – Headteacher

Pay Scale – M3-M6 (depending on experience)

This job description should be read in conjunction with the National Conditions of Employment for Teachers.

Main purpose

The teacher will:

* Fulfil the professional responsibilities of a teacher, as set out in the School Teachers’ Pay and Conditions Document
* Meet the expectations set out in the Teachers’ Standards

Duties and responsibilities

Teaching

* Plan and teach well-structured lessons to assigned classes, following the school’s plans, curriculum and schemes of work
* Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
* Adapt teaching to respond to the strengths and needs of pupils
* Set high expectations which inspire, motivate and challenge pupils
* Promote good progress and outcomes by pupils
* Demonstrate good subject and curriculum knowledge

Whole-school organisation, strategy and development

* Contribute to the development, implementation and evaluation of the school’s policies, practices and procedures, so as to support the school’s values and vision
* Make a positive contribution to the wider life and ethos of the school
* Work with others on curriculum and pupil development to secure co-ordinated outcomes

Professional development

* Take part in the school’s appraisal procedures
* Take part in further training and development in order to improve own teaching
* Where appropriate, take part in the appraisal and professional development of others

Communication

* Communicate effectively with pupils, parents and carers.

Working with colleagues and other relevant professionals

* Collaborate and work with colleagues and other relevant professionals within and beyond the school
* Develop effective professional relationships with colleagues

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

**Other areas of responsibility**

The teacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

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**

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|  | **Essential** | **Desirable** |
| **Qualifications** | Qualified Teacher status | Evidence of continuous INSET and commitment to further professional development |
| **Experience** | The Class Teacher should have experience of  teaching in a phase within the primary school | In addition, the Class Teacher might have experience of:  Teaching across the whole primary range  working in partnership with parents. |
| **Knowledge and understanding** | The Class Teacher should have knowledge and understanding of:  the theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies);  statutory Teachers Standards and National Curriculum requirements at the appropriate key stage;  the monitoring, assessment, recording and reporting of pupils’ progress;  the statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN and Child Protection;  the positive links necessary within school and with all its stakeholders;  effective teaching and learning styles. | In addition, the Class Teacher might also have knowledge and understanding of:  the preparation and administration of statutory National Curriculum tests;  the links between schools, especially partner schools. |
| **Skills** | The Class Teacher will be able to:  promote the school’s aims positively, and use effective strategies to monitor motivation and morale;  develop good personal relationships within a team;  establish and develop close relationships with parents, governors and the community;  communicate effectively (both orally and in writing) to a variety of audiences;  create a happy, challenging and effective learning environment. | In addition, the Class Teacher might also be able to:  develop strategies for creating community links. |
| **Personal characteristics** | Approachable  Committed  Enthusiastic  Able to motivate self and others  Calm under pressure  Well-organised |  |

**Notes:**

This job description may be amended at any time in consultation with the postholder.

This post is classes as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council’s pre-employment checks. Please note that additional information referring to the Disclosure and barring service is in the guidance notes to the application form. If you are invited to an interview, you will receive more information.

Aycliffe Drive Primary School

*Challenges ourselves and learning together as part of a family*

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| **Main Characteristics** |
| 335 Pupils  22.6% pupil premium  15.8% Special Educational Needs  30.7% English As An Additional Language  Attendance: 94.3%  The school is one and a half form entry.  Aycliffe Drive Primary School had an ungraded inspection by Ofsted in October 2024. |