

## Job Description

Kingsway Primary School  
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Gloucester  
GL2 2AR

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### JOB DESCRIPTION – TEACHER

This job description is taken from the latest School Teachers' Pay and Conditions Document with additional, school specific, detail. Unless specifically stated, the latest STPCD and Teaching Standards form the basis expected of this role.

**Job Title:** Teacher  
**Accountable to:** Headteacher  
**Principle Roles:** Teacher and Subject Leader\* (beyond ECT\*)

#### Professional duties

The following duties shall be deemed to be included in the professional duties which a teacher may be required to perform at this school:

#### Teaching:

In each case having regard to the curriculum for the school *outlined in our Knowledge and Skills documents and associated planning guides:*

- Plan and teach lessons to the classes you are assigned to teach within the context of the school's plans, curriculum and schemes of work, including the setting and marking of work to be carried out by the pupil in school and elsewhere;
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils
- Participate in arrangements for preparing pupils for external examinations.

#### Whole school organisation, strategy and development:

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.
- Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.
- Supervise and so far, as practicable teach any pupils where the person timetabled to take the class is not available to do so.

#### Health, safety and discipline

- Promote the safety and well-being of pupils.
- Maintain good order and discipline among pupils.

**Management of staff and resources**

- Direct and supervise support staff assigned to them and, where appropriate, other teachers.
- Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
- Deploy resources delegated to them.

**Professional development**

- Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff.
- Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

**Communication**

- Communicate 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.

**ADDITIONAL DUTIES FOR THIS POST (applicable to staff beyond Early Careers' Teacher framework)**

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties, including the provision of high-quality teaching and learning and the pastoral care of the children in their charge.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

**Post:** Subject Leader

**Responsible to:** Head Teacher; however, there is a responsibility to colleagues in order to promote a shared understanding of the school curriculum and the teaching of **your area** with the aim of improving teaching and learning across the school.

**Responsible for:** TBA

**Salary Grade:** MPS and UPS

**Job Purpose:**

In addition to the responsibilities of class teacher, the subject leader will lead the teaching of **your area** in order to secure high quality teaching and learning across the school and resources effectively used to aid improvement in standards of achievement for all pupils.

**Duties and Responsibilities Specific to the Post**

- To promote the aims and values of the school through the subject.

**The Curriculum**

- Co-ordinate the development of a cohesive and effective long-term plan in your subject
- Develop, implement, monitor and maintain teaching policies and practices which reflect the school's commitment to high achievement and which are consistent with school policies.
- Support staff to develop an inspiring and engaging curriculum which enables children to acquire excellent skills and knowledge within the subject
- To champion and promote the subject by
  - organising whole school theme days and activities
  - organising external visitors to attend
  - using the school website appropriately
  - advising teachers and year groups of school trip and teaching and learning opportunities.
- To make adjustments to the long-term curriculum if necessitated by the school's new approach.
- Ensure plans for the curriculum provide appropriate differentiation for SEND and more able pupils and seek opportunities for curriculum enrichment.

**Assessment, Monitoring and Evaluation**

- Ensure that all planning for your subject meets the requirements from the National Curriculum
- To inform parents if / when required and governors annually regarding current thought and practice in allocated curriculum area.
- To prepare an annual action plan detailing your actions for the next year to contribute towards the School Development Plan.
- Monitor the progress in achieving your actions and targets and evaluate the impact on teaching and learning.
- Review, monitor and evaluate current practice and provide feedback to the senior leadership team.
- Lead assessment and Assessment For Learning in your subject
- To provide and maintain evidence of progression, attainment and achievement through subject leader evaluation

**Teaching and Learning**

- Support, motivate and advise staff, and work alongside them in the development of their classroom practice, where appropriate
- To model good practice in the teaching of the curriculum area and to be proactive in the promotion and development of this subject throughout the school.
- To inform colleagues, in particular newly appointed staff, of the aims of your subject and planning procedures.
- Disseminate good practice in your subject area by:
  - Contributing towards INSET training
  - Seeking advice and support from other agencies
  - Utilising experts within the school
  - Liaising with other phases in education.
  - Read and research relevant documentation and inform the SLT/ staff of new developments and requirements.
  - to keep up with local and national updates by attending appropriate courses and reporting back

**Resources**

- Establish plans for the development and resourcing of teaching in your subject
- Evaluate existing resources and ensure appropriate use.
- To manage the purchase and deployment of resources and equipment, in consultation with colleagues.
- To budget for these resources effectively

**Working Time**

A teacher employed full-time must be available for work for 195 days, of which:

- A. 190 days must be days on which the teacher may be required to teach pupils and perform other duties; and
- B. 5 days must be days on which the teacher may only be required to perform other duties; and those 195 days must be specified by the employer or, if the employer so directs, by the head teacher.

**Specified working hours**

A teacher employed full-time must be available to perform such duties at such times and such places as may be specified by the headteacher (or, where the teacher is not assigned to any one school, by the employer or the headteacher of any school in which the teacher may for the time being be required to work as such) for 1265 hours, those hours to be allocated reasonably throughout those days in the school year on which the teacher is required to be available for work.

In addition to the hours a teacher is required to be available for work a teacher must work such reasonable additional hours as may be necessary to enable the effective discharge of the teacher's professional duties, including in particular planning and preparing courses and lessons; and assessing, monitoring, recording and reporting on the learning needs, progress and achievements of assigned pupils.

CRITERIA	ESSENTIAL	DESIRABLE
<b>Safeguarding children</b>	<ul style="list-style-type: none"> <li>Committed to safeguarding and promoting the welfare of children and young people.</li> </ul>	<ul style="list-style-type: none"> <li>Has worked within a setting where there are high numbers of vulnerable children and families</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Good honours degree</li> <li>Qualified teacher status</li> <li>Secure English and Maths qualifications ie GCSEs at grade C or above</li> <li>Secure grammar, punctuation and spelling, with an ability to role model for all primary ages, parents, governors and colleagues</li> </ul>	<ul style="list-style-type: none"> <li>Secure English and Maths qualifications ie A Levels at grade C or above</li> <li>Degree specialism in English or maths</li> <li>Safeguarding training and associated certification</li> <li>Prevent, CSE and/or FGM training and associated certification</li> <li>First Aid qualification</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Excellent understanding of recent developments in primary education</li> <li>Secure knowledge of approaches to assessment and feedback.</li> <li>Good understanding of pupil tracking and ability to analyse and report on the progress and attainment of groups of pupils</li> <li>Secure phonics teaching (KS1)</li> </ul>	<ul style="list-style-type: none"> <li>Up to date knowledge of current pedagogical thinking and research in teaching and learning up to at least Y6</li> <li>Secure knowledge of different approaches to teaching</li> <li>Awareness of the way in which developing technologies can impact upon teaching, learning, leadership and management.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Proven record of good/outstanding teaching over time either within placements or posts</li> <li>Success in raising pupil achievement through feedback and challenge</li> <li>Artistic and creative</li> </ul>	<ul style="list-style-type: none"> <li>Experience of leading a subject</li> <li>Experience of teaching in several year groups</li> <li>Experience in selecting interventions to raise standards.</li> </ul>
<b>Personal qualities and attributes</b>	<ul style="list-style-type: none"> <li>Highly professional, with high standards or personal integrity and commitment</li> <li>Approachable and accessible to children, staff and parents</li> <li>Effective communicator; honest and trustworthy</li> <li>Creative, energetic and reflective</li> <li>Positive attitude</li> <li>Sense of humour</li> <li>Enthusiastic, energetic and self-motivating</li> </ul>	

**Special Conditions**

The postholder will be subject to an enhanced DBS disclosure and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared.

At all times ensure that priority is given to the safeguarding of young people and that Safeguarding Policies and Procedures are followed.

This Job Description may be amended at any time, according to the changing priorities of the School as identified within the School's strategic plan and in consultation with the post holder.

*Kingsway Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.*

**Having read and understood the job description above, I accept this as a reflection of the job for which I am being employed:**

**Head Teacher/ Line Manager's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Post-holder's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_