



**THE GOVERNING BODY OF  
THE BLUE COAT CHURCH OF ENGLAND (AIDED)  
INFANT AND JUNIOR SCHOOLS' FEDERATION**



<b>Post:</b>	Teacher
<b>Scale / Grade:</b>	Main Pay Scale
<b>Responsible to:</b>	Responsible to the Executive Head Teacher and Deputy Executive Headteachers.
<b>Primary Purpose:</b>	To fulfil the Conditions of Employment for Teachers as set out in the current School Teachers' Pay and Conditions Document

**Teaching and Learning:**

- To establish a purposeful learning environment in which diversity is valued and where pupils feel secure and confident
- To teach clearly structured lessons or sequences of work, which interest and motivate all pupils and in which:
- Pupils' learning needs and abilities are taken into account;
- Learning objectives have clarity;
- Interactive teaching methods and collaborative group work are employed;
- Active and independent learning is promoted that enables pupils to think for themselves and to plan and manage their own learning, stimulated an intellectual curiosity.
- To set clear, challenging teaching and learning objectives, which are relevant to and based upon knowledge of all pupils taking account of:
- Evidence of their past and current achievement;
- The expected standards for pupils of the relevant age range;
- The range and content of work relevant to that phase.
- To identify pupils with special educational needs, seeking the appropriate specialist support and advice, so as to give positive and targeted support.
- To monitor and assess pupil results and progress, giving immediate and constructive feedback, ensuring appropriate records have been kept; and use performance data to inform ELT of individual pupil, class and year group targets.
- To establish and maintain a high standard of discipline by the use of praise, rewards and sanctions, thereby creating an atmosphere in which pupils feel safe, secure and confident.

**Professional Duties:**

- To produce annual reports to parents on the development, progress and attainment of pupils and participate in parent meetings as appropriate.
- To supervise pupils before, during and after school sessions and in assemblies as appropriate.
- To effectively deploy support staff/class helpers and resources in order to promote pupil learning.
- To respect the work of colleagues, advising or seeking advice where appropriate.
- To keep abreast of latest initiatives, all aspects of the curriculum and any education reform.
- To participate in whole school and individual Professional Development / meetings and, where appropriate, disseminate information to colleagues.
- To participate in arrangements made in accordance with current teacher regulations for appraisal and performance management.
- To implement and comply with all agreed school policies and procedures including Safeguarding, Confidentiality and Data Protection, Child Protection Procedures, Health & Safety and Equal Opportunities
- Support and promote initiatives decided by the Executive Headteacher and members of ELT.

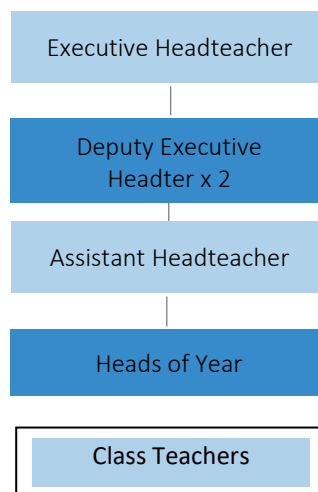
- To maintain good relationships and set a good professional example to pupils and to other colleagues within the school
- To promote the image of the school in the community, as an institution of the highest standards and play a full part in its life, including supporting extra-curricular activities, encouraging staff, parents and pupils to do likewise.
- To accept responsibility for a curriculum area or area of organisation if allocated.

### Curriculum Co-ordination:

The post holder may be expected to coordinate a curriculum subject / pastoral area and to which will promote high quality teaching and learning to support staff to improve standards and achievement for all pupils.

- Assume responsibility for a specified area of the curriculum.
- Assist in the school's drive to raise standards by ensuring schemes of work are developed appropriately and monitored.
- Maintain a sound knowledge of statutory curriculum requirements for the subject(s) and the requirements for assessment recording and reporting of pupil's progress and attainment.
- Develop, implement and review, an operational action plan.
- Provide guidance to others on a choice of appropriate teaching and learning methods and coaching related to the delivery of these methods.
- Identify staff training needs and liaise with the ELT to arrange appropriate In-service training as required.
- Ensure that the Executive Leadership Team are kept informed of the development and progress of the specific subject.
- Maintain and update existing policy and guidelines as and when necessary.
- Secure and allocate resources to support effective learning and teaching within the subject

### Organisational Structure:



### Standards and Quality Assurance

The Post Holder will:

- Comply with and assist in the development of policies and procedures relating to safeguarding and child protection, health, safety and security, confidentiality reporting all concerns to an appropriate person.
- Comply with the Equal Opportunities Policy, Health and Safety Policy, Safeguarding, confidentiality and GDPR data protection, No Smoking Policy and the Federation Code of Conduct
- Develop constructive relationships and communicate with other agencies / professionals.
- Undertake a systematic review of their own practice, in relation to performance management and professional development, to ensure that the necessary skills, knowledge and understanding are kept updated.
- Share expertise and skills with others.
- Participate in training and other learning activities and performance development as required.
- Contribute to the overall ethos / work / aims of the Federation and take pride in the site.
- Appreciate and support the role of other professionals.
- Employees will be expected to comply with any reasonable request from the Executive Headteacher, or Line Manager to undertake work of a similar level that is not specified in this job description.

- All staff will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities of the post.

**Data Protection:**

- It is essential when working with personal data that you are completely aware of your responsibilities at all times under the Data Protection Act 2018 for the security, accuracy, and significance of personal data held in computerised and manual records.

**Review of the job description:**

The job description will be reviewed annually. It can be amended as circumstances deem necessary and following reasonable negotiation, at the request of the Executive Headteacher or Post Holder.

Signed: .....

Date: .....

Headteacher: .....

Date: .....

## Person Specification

Factors	Essential	Desirable	How Identified
Qualifications	<ul style="list-style-type: none"> <li>• Full Qualified Teacher Status</li> <li>• Successful completion of NQT Induction Programme</li> <li>• Appropriate professional training in English and maths</li> </ul>	<ul style="list-style-type: none"> <li>• Recognised additional qualifications</li> <li>• Attendance on courses related to synthetic phonics e.g. Read Write Inc (RWI)</li> </ul>	Application Form
Experience	<ul style="list-style-type: none"> <li>• At least one year teaching experience</li> <li>• Awareness of Equal Opportunities, Health and Safety and Child Protection Procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Experience across the whole primary age range</li> <li>• A willingness to teach any year group within the school</li> </ul>	Application Form References
Professional Values	<ul style="list-style-type: none"> <li>• Awareness of the professional values and behaviour expected of teachers</li> <li>• Effective communication skills to develop the partnership with pupils, parents/carers and colleagues</li> <li>• Ability to work in a team and relate to all members of the school community</li> </ul>		Application Form References Interview
Knowledge and Skills	<ul style="list-style-type: none"> <li>• A good understanding of Key Stage 1 or 2 curriculum OR for EYFS teachers:</li> <li>• Secure knowledge of the Foundation Stage curriculum</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to analyse data and make evaluations in order to raise standards</li> <li>• Cater for different learning styles</li> </ul>	Application Form Interview Lesson observation
Personal Qualities	<ul style="list-style-type: none"> <li>• A flexible approach but with an ability to initiate and be creative</li> <li>• A desire to take a lead in curriculum development</li> </ul>	<ul style="list-style-type: none"> <li>• Adaptable and versatile approach</li> <li>• Patience</li> <li>• To be able to share enthusiasm for your role with children and adults</li> </ul>	Application Form Interview
Commitment	<ul style="list-style-type: none"> <li>• Committed to raising standards in the school</li> </ul>	<ul style="list-style-type: none"> <li>• Desire to extend knowledge and skills through staff development</li> </ul>	Interview