



## Job Title: Teacher

*Job Description / Person Specification*



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## Job Description

**Job Title** Teacher

**Location** Whitley Park Primary and Nursery School

**Grade/Salary Range** Teachers main pay scale M1 – M6

### Job Purpose

Teachers make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

### Designation of Post and Position within School Structure

To be responsible to the Head teacher and Senior Leadership Team

### Main Duties and Responsibilities

#### Support for pupils

1. Responsible for the attainment, progress, development and monitoring of skills abilities and aptitudes of the pupils in any class or group.
2. Plan with colleagues in appropriate detail termly, weekly and daily plans and submit to SLT upon request.
3. Set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions.
4. Demonstrate consistently the positive attitudes, values and behaviours which are expected of pupils.
5. Teach pupils according to their level and educational need using teaching methods appropriate to the children, age, aptitude and curriculum key stage.
6. Guide pupils to reflect on the progress they have made and their emerging needs
7. Assess, record and report on the progress, achievement and attainment of pupils prepare for and conduct parent interviews.
8. Promote the general progress and well being of all children.
9. Provide pastoral support to pupils developing their personal, social and emotional needs.
10. Communicate and consult with parents of pupils.
11. Communicate and consult with other agencies providing reports as required.
12. Participate and contribute to meetings arranged to discuss pupil's academic and welfare needs.
13. Provide both oral, written assessments and reports on pupils and groups of pupils.
14. Attend school assemblies, register the attendance of pupils and supervise the pupils whether these duties are carried out before, after or during school sessions, inside or outside the classroom and offsite.
15. Manage behaviour effectively
16. Create and maintain a safe, tidy, interesting, stimulating and lively classroom environment, rooted in mutual respect.
17. Treat as confidential all information concerning individual children and families disclosed to you whilst the child is in your class and in your care.

**Support for staff**

1. Share your strengths and knowledge with other staff and make a wider school contribution.
2. Prepare for and contribute to team planning and school events.
3. Participate in meetings at the school, which relate to curriculum or the school including pastoral arrangements.
4. Discuss the needs of pupils you have responsibility for with your colleagues.
5. Review teaching methods and programmes of work and participate in training and further professional development as a teacher including meeting teacher appraisal objectives.
6. Advise and co-operate with the HT, SLT and SENDCo, other teachers and support staff on the preparation of teaching programmes.
7. Prepare through self-evaluation and reflection for annual performance review, pupil progress meetings, class observations and appraisal.
8. Find ways to manage your time and responsibilities in school to create a reasonable work life balance. Combine work with personal interests to benefit both the pupils and develop partnership with teachers and senior staff to discuss workable solutions.
9. Develop monitor and evaluate policies as practical responses that meet the specific needs of the school having regard to fairness and consistency valuing teachers for their contribution to school improvement and raising standards.
10. Supervise or support the cover supervision of any pupils whose teacher is not available to teach them. No teacher should be expected to provide cover or supervise the cover for any teacher who is absent or otherwise not available for three or more consecutive days or in the case of a planned absence for more than two consecutive working days.
11. Work collectively and promote the values and principles of the staff team.

**Support for curriculum**

1. Keep up to date with educational developments and teaching methods.
2. Ensure curriculum knowledge is up to date and in line with school policies and curriculum plans.
3. Employ a range of teaching strategies appropriate to the children's learning styles, age, aptitude and curriculum activity.
4. Teach all subjects required under the FS, R, KS1 and KS2 curriculum, in line with statutory requirements.
5. Access and return in good order all shared resources required to carry out teaching plans.
6. Prepare with support staff resources appropriate to curriculum content and delivery.
7. Make good use of teaching resources available and discuss additional resources to enhance the quality of teaching.
8. Check safe condition of all resources before using with children, remove and report all damaged resources or unsafe equipment.

**Curriculum Leadership and management**

1. Lead in the teaching and planning of a curriculum subject and aspects of learning.
2. Monitor the teaching, learning and assessment.
3. Liaise with HT and SLT to report on curriculum progress and areas for action.
4. Organise, lead and participate in training for curriculum subjects and areas of learning. Attend conferences, seek to improve own expertise keeping up to date with curriculum developments and initiatives.
5. Act as a point of reference for all staff, to encourage, influence and support colleagues as appropriate and act as model for lesson observation.
6. Compile, review and promote policy guidelines planning schemes.

7. Compile and update the assessment tool with samples of work against agreed assessment levels. Advise staff on curriculum assessment issues.
8. Organise and maintain access and retrieval systems for curriculum subject equipment.
9. Liaise with HT/School Business Manager regarding budget provision. Identify resource needs. Order new equipment, including teacher resource books.
10. Report on curriculum subject areas of learning and make presentations to the Governing Body.

### **Support for school**

1. Participate and contribute to smooth running and organisation of the school each day.
2. Delegate administrative and clerical tasks to support staff as appropriate to ensure effective use of teacher time.
3. Make effective use of IT.
4. Work effectively with parents, sharing information about their children and developing a partnership with parents to benefit children's education and wellbeing.
5. Contribute to the selection/appointment and professional development of other teachers and support staff including the induction and assessment of new teachers.
6. Take part in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
7. Share information and sustain good relationships and communication.
8. Be available to support staff and provide guidance and direction to them as required.
9. Plan, direct and supervise the work of support staff including those undertaking teaching and learning activities (this does not include formal aspects of time management).
10. On educational visits take full responsibility for pupils in class and all adults supporting the class on the visit. Ensure risk assessments are understood and guidance followed.
11. Provide simple structures and clearly explained plans that also define the teaching objective, resources and expectations of the class so that all involved understand what is required and the professional standards that must be met for any supply teacher or planned cover supervision.

The school provides 10% planning preparation assessment time for all teaching staff within the 1265 contracted hours this will be provided within a weekly or fortnightly timetable the guaranteed time must be used for planning, preparation and assessment teachers are responsible for setting their own priorities for a block of PPA time, and this may include opportunities to work collaboratively.

### ***Special/Other Requirements/Responsibilities of this Post***

***Level of DBS check required for this post*** Enhanced with a check of the barring list(s)

***Does the post require a check against the list of people barred from working with vulnerable adults?*** NO

***Does the post require a check against the list of people barred from working with children?*** YES

***What other security/safer recruitment clearances are required for this post? (excluding standard*** N/A

*identity/work permit/education qualification  
checks)*

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*Is this post “politically restricted”?* NO

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*Responsibility for Health & Safety:* LEVEL 1

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# Person Specification

## *Qualifications/Education/Training*

QTS status

English and Mathematics to GCSE Level 2 or equivalent

## *Experience*

To have successful teaching experience or, for NQTs, successful teaching placements

## *Skills, Abilities & Competencies*

- Excellent classroom management skills including positive relationships with all children
- Good teaching skills and an enjoyment of teaching
- Good knowledge of assessment
- Good interpersonal skills and the ability to work as part of a team
- Good communication skills
- Good IT skills for classroom teaching, planning and assessment

## *Specific Working Requirements*

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

- Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:
  - o treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
  - o having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
  - o showing tolerance of and respect for the rights of others
  - o not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
  - o ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.
- Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities
- A positive attitude
- A keenness to teach children of all abilities
- An interest in working in a large school and of making the most of the benefits and opportunities this offers.