



Job title:	Cross Primary Phase Teacher
Salary:	MPS/UPS + SEN Allowance
Term:	Maternity Cover
Line manager:	Head Teacher
Supervisory responsibility:	Assisting in work familiarisation of new members of staff, students and volunteers. Supervising and directing staff team as required.
Hours:	Full time

INTRODUCTION

All staff are required to carry out their duties in accordance with all school policies and procedures. The duties outlined in this job description are correct at the time of creation but may change in accordance with the needs of the school.

REVIEW

This Job Description will be subject to review and may be amended at any time after consultation with the post holder.

PRIME OBJECTIVES OF THE POST

You are required to carry out the duties of a school teacher as set out in the latest edition of the School teachers' pay and conditions document and such duties as the head teacher may reasonably direct from time to time.

The details set out below describe the main duties and responsibilities relating to the post. However, a document such as this does not permit every item to be specified, nor does it direct the amount of time required to fulfil these duties. In allocating time to the performance of duties and responsibilities, the post holder must make use of directed time and have regard to the latest edition of the school teacher's pay and conditions document.

GENERAL RESPONSIBILITIES

- Teaching all areas of the primary curriculum
- Taking responsibility for the progress of a class of primary-age pupils
- Organising the classroom and learning resources and creating displays to encourage a positive learning environment which caters for the needs of all pupils
- Planning, preparing and teaching lessons that cater for the needs of the whole ability range within their class
- Motivating pupils with enthusiastic, imaginative presentation and an understanding of specialist approaches and supporting effective behaviour for learning

- Maintaining discipline in line with the school's behaviour policy
- Preparing and assessing work to facilitate positive pupil development
- Meeting requirements for the assessment and recording of pupils' development
- Providing feedback to parents and carers on a pupil's progress at parents' evenings and other meetings (such as ECHP reviews) and via the school's communication system
- Working with others to plan and coordinate work
- Keeping up to date with changes and developments in the structure of the curriculum
- Organising and taking part in school events, outings and activities which may take place at weekends or in the evening
- Liaising with colleagues and working flexibly
- Meeting with other professionals/ other agencies if required.
- Participate in the pastoral responsibilities of the school
- Participate in the school's established arrangements for performance management
- Directing and managing a class team to support teaching and learning
- Participate fully in all safeguarding arrangements
- Managing all aspects of a class team including performance management, probation, sickness absence and training
- Ensuring effective communication with parents and carers on a regular basis via the school website and other methods such as email and the school communication app

ADDITIONAL RESPONSIBILITIES

- Participate in all pupil review processes
- Ensure that full use is made of any specialist equipment required by children
- Promote parental interest and understanding
- Ensure the work of pupils reflects equality of opportunity
- Ensure that safeguarding procedures are adhered to at all times
- Participate in the wider vision of the school to create an environment which promotes and reflects high standards
- Participate in support and outreach work as required

This job description is subject to amendment in line with the provisions specified in the latest School teacher's pay and conditions document. Reviews will take place as part of the performance management cycle.



Highbury School Person Specification

Post Title: Cross Primary Phase Teacher

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS & TRAINING	• Qualified Teacher Status • Evidence of training relevant to age group • Evidence of keeping up to date with the national agenda • Evidence of further training specific to SEN	• Good Honours Degree or equivalent • Evidence of or willingness to undertake further training and professional development • Qualifications specific to SEN	Application
EXPERIENCE	• Experience of differentiating planning and using Assessment for Learning • Successful teaching experience within the primary sector which may include teaching practice • Proven good or outstanding practitioner that can demonstrate children making very good progress with their learning • Experience of working alongside, and where appropriate, leading the work of other adults within the classroom • Experience of using tracking data to inform progress	• Teaching experience at primary level of pupils with complex learning difficulties • Successful liaison with parents / carers and other professional • Teaching experience within a specialist setting	Application Interview Teaching Observation
KNOWLEDGE & UNDERSTANDING	• A sound knowledge and understanding of the expectations within the new Primary Curriculum.	• Knowledge of how to use formative and summative information to	Application Interview

	• Working knowledge and understanding of current developments and initiatives in primary education • Understanding of the engagement steps • Understanding of how children learn differently and the ability to use a range of teaching & learning techniques to enable all pupils to make good progress. • Commitment to personal welfare, safeguarding of children and equal opportunities for all • Knowledge of implementing specific targets linked to Education Health Care Plans • An excellent knowledge of effective behaviour management	analyse the performance of pupils and to set targets • Experience of working with pupils with educational/social disadvantage • Experience of multi-cultural education • Experience of writing EHC reviews and chairing review meetings	Teaching Observation
PERSONAL QUALITIES/SKILLS & ABILITIES	• Ability to make learning fun for our children • Self-motivated, adaptable and committed to achieving high standards • Commitment to equality of opportunity and inclusion • Good ICT knowledge and skills relating to planning, assessment, teaching and learning • Enthusiasm and commitment to the ethos and aims of our school • Willingness to be involved with or provide extra-curricular activities • Commitment to working as a team with pupils, staff, parents, governors and the community • Proactive in seeking opportunities to develop own professional practice	• A good sense of humour • Interest in developing innovative practice • Embrace opportunities that arise to enhance pupil's learning • Flexible approach to learning • Ability and willingness to manage and develop curriculum areas	Application Interview Teaching Observation References

	• Personal circumstances should not in any way preclude attendance at evening meetings, weekends or other in-service commitments. • Ability to plan and work collaboratively with colleagues. • Commitment to a Team Teach approach to behaviour management. • The ability to manage own workload and use your initiative		
Circumstances	• Prepared to travel to different settings for professional development • Prepared to attend after school events such as parents evening, training • Prepared to undertake mandatory Team Teach and Moving and Handling Training if necessary • Prepared to be trained in the administration of medicines as required • Prepared to work at the main Highbury site or in a Hub provision as required • Prepared to participate in wider enrichment such as swimming and horse-riding		Application References Interview