



Post:	1 Temporary teacher for 12 months and 2 maternity leave teachers for 2 fixed terms and 3 fixed terms. Full time.
Grade:	Main Scale
Reporting to:	Senior Leadership Team / Headteacher
Responsible for:	The post holder may be responsible for the deployment and supervision of the work of teaching assistants relevant to their responsibilities.

Purpose of Post

- Be responsible for the learning and achievement of all pupils in the class/es ensuring equality of opportunity for all
- Be responsible and accountable for achieving the highest possible standards within the classroom and in personal conduct
- Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils
- Act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current *School Teachers Pay and Conditions Document and Teacher Standards (2012)*
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

Main Duties/ Responsibilities

All teachers are required to carry out the duties of a schoolteacher as set out in the current *School Teachers Pay and Conditions Document*. Teachers should also have due regard to the Teacher Standards (2012). Teachers' performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in the school.

Teaching

- Deliver the curriculum as relevant to the age and ability group/subject/s that you teach
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate
- Be accountable for the attainment, progress and outcomes of pupils' you teach
- Be aware of pupils' capabilities, their prior knowledge and plan teaching to build on this demonstrating knowledge and understanding of how pupils learn
- Have a clear understanding of the needs of all pupils, including those with special educational needs; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English (whatever your specialist subject)

Headteacher Christina Jackson BA (Hons) NPQH

Kew Woods Primary School 30 Ovington Drive, Southport PR8 6JW

T 01704 533478

E admin@kewwoods.com

W www.kewwoods.co.uk

Kew Woods Primary School is a partner in Southport Learning Trust. Southport Learning Trust is a Company Limited by Guarantee Reg No 7790934.
Registered Address – Fleetwood Road, Southport PR9 9TF





- If teaching early reading, demonstrate a clear understanding of appropriate teaching strategies e.g. systematic synthetic phonics
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment
- Make accurate and productive use of assessment to secure pupils' progress
- Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study
- Use relevant data to monitor progress, set targets, and plan subsequent lessons
- Set homework using goggle classroom and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate
- Participate in arrangements for examinations and assessments within the remit of the *School Teachers' Pay and Conditions Document*

Behaviour and Safety

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
- Have high expectations of behaviour, promoting self-control and independence of all learners
- Carry out playground and other duties as directed and within the remit of the current *School Teachers' Pay and Conditions Document*
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

Team working and collaboration

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil

Headteacher Christina Jackson BA (Hons) NPQH
Kew Woods Primary School 30 Ovington Drive, Southport PR8 6JW
T 01704 533478
E admin@kewwoods.co.uk
W www.kewwoods.co.uk

Kew Woods Primary School is a partner in Southport Learning Trust. Southport Learning Trust is a Company Limited by Guarantee Reg No 7790934.
Registered Address – Fleetwood Road, Southport PR9 9TF





- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school
- Cover for absent colleagues within the remit of the current *School Teachers' Pay and Conditions* document

Fulfil wider professional responsibilities

- Work collaboratively with others to develop effective professional relationships
- Deploy support staff effectively as appropriate
- Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate
- Communicate and co-operate with relevant external bodies
- Make a positive contribution to the wider life and ethos of the school

Administration

- Register the attendance of and supervise learners, before, during or after school sessions as appropriate
- Participate in and carry out any administrative and organisational tasks within the remit of the current *School Teachers' Pay and Conditions Document*

Professional development

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and wellbeing, refining your approaches where necessary responding to advice and feedback from colleagues
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal
- Proactively participate with arrangements made in accordance with the Appraisal Regulations 2012

Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

Other Duties & Responsibilities

- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the headteacher

Data Protection

It is essential when working with computerised systems that you are fully aware of your responsibility at all time of the Data Protection Act for the security, accuracy, and significance of personal data held on the systems.

Headteacher Christina Jackson BA (Hons) NPQH

Kew Woods Primary School 30 Ovington Drive, Southport PR8 6JW

T 01704 533478

E admin@kewwoods.com

W www.kewwoods.co.uk

Kew Woods Primary School is a partner in Southport Learning Trust. Southport Learning Trust is a Company Limited by Guarantee Reg No 7790934.
Registered Address – Fleetwood Road, Southport PR9 9TF





**Kew Woods
Primary School**

**Southport
Learning
Trust**



Equal Opportunities

Actively support the School and Borough Equality Policies. To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

Health & Safety

Employees are required to work in compliance with the school's health & safety policies and under the Health & Safety at Work Act, ensuring the safety of all parties they come into contact in premises or sites controlled by the school.

Safeguarding

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Enhanced disclosure from the Disclosure Barring Service (DBS) essential

Signature of post holder _____ Date _____

Signature of headteacher: _____ Date _____

Headteacher Christina Jackson BA (Hons) NPQH
Kew Woods Primary School 30 Ovington Drive, Southport PR8 6JW
T 01704 533478
E admin@kewwoods.com
W www.kewwoods.co.uk

Kew Woods Primary School is a partner in Southport Learning Trust. Southport Learning Trust is a Company Limited by Guarantee Reg No 7790934.
Registered Address – Fleetwood Road, Southport PR9 9TF



**Greenbank
High School**



**Maghull High
School**



**Stanley High
School**



Personal Specification

Class teacher – Age 5-11 years

Relevant Experience

Essential

Desirable

Qualifications and Experience

Qualified to degree level including Qualified Teacher Status

✓

Committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

✓

Teaching experience with the age range applying for

✓

A commitment to own further professional development

✓

Excellent standard of English when speaking and writing.

✓

Effective teaching displaying high expectations of children's achievements, attainment and behaviour over time.

✓

Professional Knowledge and Experience

Create a stimulating and safe learning environment

✓

Plan, prepare and deliver the curriculum as relevant to the age and ability group/subject that you teach, other relevant initiatives and the school's own policies.

✓

Understanding of all relevant aspects of the National curriculum

✓

Understanding and experience of using assessment practices

✓

Assess and record the progress of pupils' learning to inform next steps and monitor progress

✓

Encourage children in developing self-esteem and respect for others

✓

Evidence of effective behaviour management

✓

Knowledge and understanding of SEND principles and procedures

✓

Headteacher Christina Jackson BA (Hons) NPQH

Kew Woods Primary School 30 Ovington Drive, Southport PR8 6JW

T 01704 533478

E admin@kewwoods.com

W www.kewwoods.co.uk

Kew Woods Primary School is a partner in Southport Learning Trust. Southport Learning Trust is a Company Limited by Guarantee Reg No 7790934. Registered Address – Fleetwood Road, Southport PR9 9TF





	Communicate to a range of audiences (verbal, written, using ICT as appropriate)	✓	
	Knowledge of relevant developments and innovations in the use of technology as a tool to support teaching and learning	✓	
	Ability to use technology to advance pupils' learning, and use common ICT tools for their own and pupils' benefits.	✓	
	Experience of teaching Modern Foreign Languages		✓
Professional skills	Sensitive approach to all children, including those with SEN or other needs	✓	
	Willingness to attend and support school events outside of the school day and engage in extracurricular clubs	✓	
	Ability to work effectively as part of a team	✓	
	Ability to form good relationships with children, parents and colleagues	✓	
	Excellent time and task management skills	✓	
	Ability to show initiative	✓	
	Ability to maintain confidentiality	✓	
Personal characteristics	A positive attitude	✓	
	Willingness to learn with and from colleagues	✓	
	Self-motivated	✓	
	Flexible approach with a sense of humour	✓	

Candidates who apply for this post will be asked to write a personal statement to show how they meet the selected criteria and how their examples demonstrate impact. Our school is especially interested in candidates who have an inclusive approach to teaching and excellent knowledge and skills in SEND, English, Computing and the Arts.

Headteacher Christina Jackson BA (Hons) NPQH
Kew Woods Primary School 30 Ovington Drive, Southport PR8 6JW
T 01704 533478
E admin@kewwoods.com
W www.kewwoods.co.uk

Kew Woods Primary School is a partner in Southport Learning Trust. Southport Learning Trust is a Company Limited by Guarantee Reg No 7790934.
 Registered Address – Fleetwood Road, Southport PR9 9TF

