

## **SINAI JEWISH PRIMARY SCHOOL**

### **Job Description –Teacher**

All teachers will fulfil the duties and requirements set out in part XII of the School Teachers Pay and Conditions Document.

#### **Knowledge and Understanding**

1. Understand the purposes, structure and balance of the National Curriculum and its requirements and have a good general knowledge and understanding of Primary teaching.
2. Understand how children's learning is affected by their physical, emotional, intellectual and social development.
3. Have knowledge of effective ways of working with parents and carers.
4. Have an understanding of the roles and responsibilities of other agencies with responsibility for the care of young children.
5. Have good subject knowledge and keep abreast of national and local developments.

#### **Planning, Teaching and Class Management**

1. Promote the school's aims, objective and policies and secure a commitment for high expectations for learning and the raising of achievement.
2. Contribute to the ethos of the school by helping children to develop a sense of self worth and self-discipline.
3. Establish an environment in which children feel secure and confident.
4. Plan to ensure coverage of the National Curriculum and progression in children's learning through:
  - long, medium and short term planning
  - clear teaching objectives, success criteria and content, appropriate to the subject, children's needs and interests
  - specifying how these will be taught and assessed
5. Incorporate cross-curricular skills and themes in teaching wherever appropriate including links with ICT.
6. Set clear targets for children's learning and use assessment information to inform all aspects of planning.
7. Develop systems for monitoring and recording progress made by pupils towards the achievement of targets set.
8. Identify and plan for any child who may have particular needs (SEN, EAL, G&T) and know where to get help, if needed.
9. Be familiar with the Code of Practice on the identification and assessment of special educational needs and draw up and maintain I.E.P.s.
10. Use a range of teaching strategies and methods of classroom organisation, which sustain children's motivation and enthusiasm, including the setting of appropriate homework.
11. Identify and develop study skills to support pupils in their ability to work independently and learn more effectively.
12. Manage the work of other adults in the classroom to enhance the learning opportunities for the children.
13. Be familiar with any health and safety requirements.

#### **Monitoring, assessment, recording, reporting and accountability**

1. Assess how well learning objectives have been achieved and use this knowledge to improve specific aspects of teaching and learning.
2. Mark and monitor children's class work and homework.
3. Use different kinds of assessment as appropriate to: assess and record each child's progress systematically:
  - to monitor strengths and weaknesses
  - inform planning

- ensure children make progress towards agreed targets
4. Ensure familiarity with the statutory assessment and reporting requirements and prepare and present informative reports to parents.
  5. Understand and know how a variety of data can be used to set targets for individual, or a group of, children.

### Other Professional Requirements

1. Ensure a working knowledge and understanding of teachers' professional duties as set out in the current School Teachers' Pay and Conditions document, issued under the School
2. Teachers' Pay and Conditions Act 1991 and your legal liabilities and responsibilities according to the Race Relations Act, the Sex Discrimination Act, the Health and Safety Act, your duty to ensure children's welfare and safety on and off school premises if appropriate, your role in protecting children from abuse and appropriate physical contact (including restraint).
3. Establish effective working relationships with professional colleagues.
4. Set a good example, through your personal and professional conduct, to the children you teach.
5. Take responsibility for your own continuous professional development and maintain personal professional development portfolio.
6. Follow all school policies and practices.
7. Communicate and liaise effectively with children, parents, governors and outside agencies.
8. Be aware of the role and purpose of school governing bodies.
9. Take part in curriculum development as part of a team and as an individual.
10. Be responsible for a particular aspect of the curriculum.
11. Contribute towards the identification of resource needs.
12. Take responsibility, along with all members of the Leadership Team, for the safeguarding and promotion of the welfare of children and young people with regard to Area Child Protection Procedures
13. Participate in the development of school policies, curriculum plans, etc. and to implement those in your own practice.

The Class teacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

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### **Person Specification – Qualified Teacher**

#### **Qualifications:**

- Qualified teacher status

#### **Knowledge and understanding:**

- Familiarity with current national initiatives and developments in educational leadership
- Awareness of research regarding how and why learning takes place

#### **Experience:**

- A proven track record in raising achievement within his/her own teaching
- Experience of raising achievement through intervention in teaching process

#### **Professional knowledge:**

- Excellent classroom teacher
- Excellent oral and written communication skills
- Strong interpersonal skills
- Effectively prioritised work habits
- Able to identify examples of best practice elsewhere and adapt these where appropriate to Sinai
- Excellent listening skills

#### **Professional skills:**

Can demonstrate the ability to:

- Demonstrate consistently high quality teaching strategies
- Support and motivate both colleagues and pupils by leading through example
- Communicate effectively to a wide range of audiences (especially parents)
- Take ownership of own professional development
- Be an effective team player who works collaboratively and effectively with others
- Analyse data for performance and achievement of pupil groups, pupil progress and be able to plan appropriate course/s of action for improvement

#### **Teaching and learning:**

- Understanding of outstanding classroom practise
- Ability to assess children's work effectively
- Ability to plan effective lessons to take children's learning further
- To develop next steps for learning for pupils

#### **Motivation and personality:**

- Commitment to a comprehensive and holistic education
- Sense of humour
- Sensitivity towards others
- Self-motivated
- Initiative
- Supportive of the ethos of the School

#### **Commitment:**

Demonstrate a commitment to:

- equalities
- promoting the school's vision and ethos
- high quality, stimulating learning environments
- relating positively to and showing respect for all members of the school and wider community
- on-going relevant professional self-development
- Safeguarding and child protection