

All Saints C of E Primary School

Upper Beulah Hill, Upper Norwood, London SE19 3LG

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Headteacher: Mrs Josephine Copeland MA

 **All believing, all achieving**

### POSITION: Teacher

### REPORTS TO: Headteacher

### SCALE: MPS or UPS

# QUALIFICATIONS

* Qualified Teacher Status.

**KEY PURPOSE**

* Teach a class of pupils and ensure that planning, preparation, recording assessment and reporting meet their varying learning and social needs.
* Maintain the positive ethos and core values of the school, both inside and outside the classroom.
* Contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors.
* Ensure that the current national conditions of employment for school teachers are met.

**MAIN ACTIVITIES**

* Implement agreed school policies and guidelines.
* Support initiatives decided by the headteacher and staff.
* Plan appropriately to meet the needs of all pupils, through differentiation of tasks/having the highest expectation of every child, believing that every learner has unlimited potential for development.
* To plan and deliver the curriculum within the framework of present school policies, both in short and long term planning structures.
* Set clear targets, based on prior attainment, for pupils learning;
* To plan and resource a classroom which will encourage the development of all aspects of children’s learning. In particular, to encourage children independent use of resources and involvement in their learning.
* Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils.
* To monitor children’s progress, keep records and evaluate children’s achievements. To set children high standards in the content and presentation of their work by the quality of your displays of that work.
* To establish and maintain good relationships with colleagues, working as part of a team in all aspects of school development.
* Maintain good order and discipline amongst pupils, in accordance with the school’s behaviour policy.
* Work in partnership with parents and carers in providing a quality education for all children and report to parents on the development, progress and attainment of pupils.
* Participate in meetings which relate to the school’s management, curriculum, administration or organisation.
* Communicate and co-operate with specialists from outside agencies.
* Lead, organise and direct support staff within the classroom.
* Lead a core curriculum area or aspect (if applicable)
* Participate in the appraisal system for the appraisal of your own performance & that of other teachers.
* Improve practice by taking an active role in your own professional development and the professional development of colleagues.

**PERSONAL**

* A willingness to share expertise, skills and knowledge and an ability to encourage others to follow suit
* Show sensitivity to the needs of others
* Open minded and empathise with pupils and parents from a diverse range of backgrounds and challenging circumstances
* To be willing to act on advice and feedback from colleagues and senior teachers so as to improve practice and raise standards
* Meets deadlines on time
* Be adaptable and dependable
* Willingness to socialise professionally with colleagues and show a good sense of humour!

**CONDITIONS OF SERVICE**

Governed by the National Agreement on Teachers’ Pay and Conditions, supplemented by local conditions as agreed by the governors.

**SPECIAL CONDITIONS OF SERVICE**

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

**EQUAL OPPORTUNITY**

The post holder will be expected to carry out all duties in the context of and in compliance with the Council’s Equal Opportunities Policies.

Date of issue: …………………………………

Signature of Post holder …………………………………

Signature of Headteacher …………………………………

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**PERSON SPECIFICATION - OUTSTANDING TEACHER**

All post-holders are expected to demonstrate a commitment to Equal Opportunities and a proven ability to work effectively in culturally and linguistically diverse classrooms. This person specification is related to the requirements of the post as determined by the job description. **When completing the supporting statement applicants should address each of the selection criteria with clear evidence of success**

|  |  |  |
| --- | --- | --- |
|   |   | Shortlisting |
| **Training & Qualifications** |  |
| 1. | Qualified Teacher Status | Essential |
| 2. | Evidence of continuing and recent professional development relevant to the post | Essential |
| **Knowledge and understanding** |  |
| 1. | The knowledge and understanding of current theory and best practice in learning and teaching, particularly as this relates to high attainment and progress. | Essential |
| 2. | Understanding of a diverse range of teaching and learning styles and techniques. | Essential |
| 3. | Good understanding of the importance of culture and ethos and how this impacts on morale, high expectation and high standards. | Essential |
| 4. | Good understanding of effective procedures for managing and promoting positive behaviour among pupils. | Essential |
| 5. | Good understanding of the role of parents and the community in school improvement and how this can be practised and developed. | Essential |
| 6. | Clear understanding of data analysis and the important impact this can have on achievement and attainment. | Essential |
| **Experience** |  |
| 1. | Experience of outstanding core subject leadership. | Desirable |
| 2. | Proven ability to make a positive impact in leading a subject or area beyond own class and successfully developing staff through leading in serve training. | Essential |
| 3. | Proven record of raising standards for all pupils, including underachieving pupils. | Essential |
| 4. | Experience of promoting positive behaviour conducive to learning, focused on raising standards. | Essential |
| 5. | Experience of promoting highly effective communications within and between teams and other stakeholders in the school community. | Essential |
| **Characteristics and Competencies** |  |
| 1. | Ability and willingness to promote the school’s aims and the positive culture and ethos. | Essential |
| 2. | Ability to implement and lead whole school initiatives and support colleagues to raise | Essential |
|   | standards through effective CPD and increased subject knowledge and skills. |  |
| 3. | Ability to develop good personal relationships within a team; making an effective contribution to high morale. | Essential |
| 4. | Ability to establish and develop close relationships with parents, governors and the community. | Essential |
| 5. | Ability to communicate effectively (both orally and in writing) to a variety of audiences. | Essential |
| 6. | Ability to create a happy, challenging and effective learning environment |  |
| 7. | Boundless enthusiasm, determination and drive to inspire others to achieve high standards. | Essential |
| 8. | An appetite and stamina for challenging work |  |
| 9. | A solution-focussed mind-set and determined “no-excuses” approach to raising standards. | Essential |
| 10. | A personable nature to build effective relationships with parents and all members of the school community. | Essential |
| 11. | A lively, creative and good-humoured approach to all aspects of teaching, management and leadership. | Essential |

**Job Description**

This tells you the main responsibilities of the post and explains what we are looking for. It tells you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment. Please be aware that the job description contains the full range of responsibilities of the role.

**Person Specification**

This specification sets out the criteria will be used to shortlist candidates for interview and during the interview process.

**Applying**

If you decide to apply for this post would you please complete the attached application form. Your formal letter of application (supporting statement) should be **no longer** than 3 sides of A4 and should address the selection criteria detailed in the Person Specification. Please do not attach supplementary information. Please return your completed application by post to:

We hope you find the information in this pack useful. Should you have any further queries, please do not hesitate to contact Zarah Persaud, School Business Manager, on 020 8771 9388 or by email SBM@allsaintsschool.croydon.sch.uk