

# Eltham Church of England School

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**Headteacher:** Mr Matthew Bulpitt

**School Business Manager:** Mrs Liz Clarke

*Eltham Church of England Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment*

## JOB DESCRIPTION

**Title:** TEACHER

**Grade:** MPS

**Hours:** Full Time

**Reports to:** Headteacher

### MAIN PURPOSE OF THE JOB

To carry out the professional duties of a teacher in accordance with the latest School Teachers' Pay and Conditions Document and the school's policies under the direction of the Head Teacher.

### KEY RESPONSIBILITIES AND TASKS – PLANNING AND TEACHING

- Contribute to whole school planning and the development of the school curriculum
- To plan challenging and exciting learning tasks based on clear objectives with purposeful learning outcomes, following agreed themes
- To ensure pupils engage with their learning and pupils' expectations and achievements are high
- To set pupils clear targets for improvement that build on prior attainment
- To ensure that all groups of pupils have their learning needs met
- To ensure teaching is clear, effectively communicated and lessons are appropriately structured
- To evaluate and reflect on practice critically to improve effectiveness
- To develop independent learners with good learning attitudes and behaviours
- To ensure the effective and efficient deployment of classroom support
- To develop opportunities for learning outside of the classroom and involving parents in their children's education

### KEY RESPONSIBILITIES AND TASKS – CLASSROOM MANAGEMENT

- To maintain a well organised environment that reflects the learning taking place
- To maintain good discipline in accordance with the school's behaviour policy
- Promote the general well-being of pupils and ensure that social and emotional aspects of learning are effective
- To provide good pastoral support for pupils

### KEY RESPONSIBILITIES AND TASKS – MONITORING, ASSESSMENT, RECORDING AND REPORTING

- To mark and monitor pupils' work following the school's marking policy
- Assess, track and record pupils' progress in line with the school's policy
- Ensure pupil results and test scores are entered appropriately onto the school's data base
- Ensure reporting policies and procedures are followed

Teachers are expected to meet the Teachers' Standards [May 2012] annually and participate fully in the school's Appraisal Policy. Teachers are expected to follow all agreed school policies, promote the ethos of the Trust and keep abreast with current developments in primary education. Teachers are expected to participate positively in meetings and take personal responsibility for their own professional development.

This job description can be amended at anytime following discussion between the Head Teacher and the member of staff

# TEACHER MPS PERSON SPECIFICATION

<b>Experience:</b>	<ul style="list-style-type: none"> <li>• A successful and experienced teacher or highly motivated NQT</li> <li>• Have experience of monitoring and evaluating at least one area of the curriculum</li> <li>• Provide a successful learning environment</li> </ul>
<b>Qualifications or Training:</b>	<ul style="list-style-type: none"> <li>• QTS</li> </ul>
<b>Professional Skills &amp; Abilities:</b>	<ul style="list-style-type: none"> <li>• Experience of creating a positive learning environment and set appropriate learning tasks for children of all abilities</li> <li>• Ability to deal with children with warmth, care and understanding, setting clear and appropriate boundaries and standards of behaviour</li> <li>• To communicate orally and in writing at a level of skill necessary for the job</li> <li>• To effectively organise and manage classroom resources</li> <li>• To be a successful team member who contributes effectively to the team and supports colleagues</li> <li>• Be an outstanding classroom practitioner who is a good role model for the children</li> <li>• Use ICT competently for teaching and personal purposes</li> </ul>
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>• Knowledge of the requirements of good primary school teaching and learning</li> <li>• Knowledge and understanding of stages of children's development; strategies to motivate development in all areas and issues of equal opportunities</li> </ul>
<b>Commitments:</b>	<ul style="list-style-type: none"> <li>• To support and promote the school's Christian ethos</li> <li>• To implementing the aims and values of the school</li> <li>• To raising achievement</li> <li>• To his/her own professional development as a teacher</li> <li>• Towards protecting children and ensuring that they are safe at all times</li> </ul>