

## **Job Description**

<b>DIRECTORATE:</b>	Education & Family Support
<b>DEPARTMENT:</b>	Cefn Cribwr Primary School
<b>POST:</b>	Teacher (to cover Maternity Leave)
<b>GRADE OF POST:</b>	Teacher Salary Scale
<b>RESPONSIBLE TO:</b>	Headteacher and Governing Body

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### **JOB PURPOSE:**

Carrying out the professional duties of the Teacher in accordance with the Teachers Pay and Conditions Document and other relevant statutory provisions.

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### **PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:**

- Planning and preparing lessons having regard to the curriculum of the school.
- Teaching pupils in their assigned groups according to their educational needs, including the setting and marking of work.
- Assisting with the assessment, recording and reporting on the attendance, progress, development and attainment of assigned pupils and keeping such records as are required by the school's systems.
- Setting high expectations for pupils' behaviour and maintaining a good standard of discipline through well focused teaching, fostering positive relationships, and implementing the school's behaviour policy.
- Managing the work of support staff in the classes.
- Playing a full part in the life of the school community and supporting its ethos.
- Making records and reports on the personal and social needs of pupils and participating in such meetings.



- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- Maintaining good order and discipline among the pupils and safeguarding their health and safety both when authorised to be on the school premises and when engaged in authorised activities elsewhere.

## **GENERAL DUTIES**

To understand the Health and Safety responsibilities which fall within a manager's role and the personal Health and Safety responsibilities within the HASAWA 1974.

To ensure that all activities are operated in accordance with Equal Opportunities legislation and Best Practice.

## **REVIEW DATE/RIGHT TO VARY**

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

## **CRIMINAL RECORDS BUREAU**

This post requires a criminal records check through the Disclosure & Barring Service (DBS)

## Person Specification

### Observation Class Teacher

**The following attributes represent the range of skills, abilities and experiences etc relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (Yes).**

Attributes	Requirements	Essential	Method of Evaluation/Testing
<b>Qualifications, Education &amp; Training</b>	<ul style="list-style-type: none"> <li>Relevant teaching qualification.</li> <li>Registration with the Education Workforce Council.</li> </ul>	<p>(Yes)</p> <p>(Yes)</p>	Production of original Qualification Certificates and application form.
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>Recent experience of teaching in the Foundation Phase.</li> <li>Experience of working with children of Additional Learning Needs. (GLD, SALT)</li> <li>Knowledge of Welsh.</li> <li>Experience and understanding of ALN issues</li> <li>Experience of managing support staff.</li> <li>Understands the vital role extra curricular activities play in school life</li> </ul>	<p>(Yes)</p> <p>(Yes)</p>	Interview, application form and references.
<b>Skills &amp; Personal Qualities</b>	<ul style="list-style-type: none"> <li>Ability to create a happy, challenging and effective learning environment.</li> <li>Flexibility in working as part of a team.</li> <li>Good interpersonal skills.</li> </ul>	<p>(Yes)</p> <p>(Yes)</p> <p>(Yes)</p>	Interview, application form and references.



Attributes	Requirements	Essential	Method of Evaluation/Testing
	<ul style="list-style-type: none"> <li>• Good organisational skills.</li> <li>• Good communication skills.</li> <li>• Good ICT skills.</li> <li>• Good display skills.</li> </ul>	<p>(Yes)</p> <p>(Yes)</p> <p>(Yes)</p>	