

Job Description

DIRECTORATE:	Children's
DEPARTMENT:	Pencoed Primary School
POST:	Teacher Posts (temporary)
GRADE OF POST:	Teacher Salary Scale
RESPONSIBLE TO:	Headteacher and Governing Body

JOB PURPOSE:

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

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Develop positive relationships with all stakeholders, including children, staff, parents, governors and the wider community
- Provide children with the knowledge, skills and experiences relevant to the curriculum for pupils in their age range and stage
- Provide a stimulating environment for all learners, taking into account their interests and learning needs
- Plan and prepare inspiring and engaging lessons and sequences of lessons that ensure pupils make progress over time
- Select and prepare quality resources, taking into account children's interests and their learning needs
- Provide learning experiences that support children to become: independent, curious, reflective, cooperative and resilient learners
- Demonstrate commitment to engaging with families and contribute to the school's extensive family engagement work
- Provide regular, constructive feedback that supports children to make progress, taking into account their different starting points
- Differentiate teaching to meet the needs of all children, taking into account pupils varying interests and experiences
- Plan for the deployment of support staff
- Make effective provision for all groups of children, including those with ALN and the most able

- Contribute to assessment, recording and reporting in relation to attendance, progress and attainment of assigned pupils and keep such records as required by the school's systems.
- Set high expectations for children's behaviour. Provide children with an environment in which they feel included, respected, safe and secure and when their achievements and contributions are valued and celebrated
- Play a full part in the life of the school community and contribute to the wider life of the school.
- Safeguard children both when on school premises and when engaged in authorised activities elsewhere.
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GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

Safeguarding

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

Review and 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 CHECK

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

Person Specification
Teacher Posts (temporary)

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
Qualifications, Education & Training	<ul style="list-style-type: none"> • Relevant teaching qualification. • Registration with the General Teaching Council of Wales. • Demonstrable commitment to continuing professional development 	<p>Yes</p> <p>Yes</p>	<p>Production of original Qualification Certificates and application form.</p>
Knowledge & Experience	<ul style="list-style-type: none"> • Experience of teaching across the primary phase • Good working knowledge of Curriculum for Wales and its implications for teaching and learning • Good understanding of ALN and proven commitment to inclusion • Thorough understanding of safeguarding and child protection processes and procedures • Knowledge and experience of implementing research-informed, innovative approaches to teaching and learning 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Interview, application form, references and selection process.</p>

Attributes	Requirements	Essential	Method of Evaluation/ Testing
Skills and Personal Attributes	<ul style="list-style-type: none"> • Ability to create a happy, challenging and effective learning environment • Highly motivated, consistently demonstrating high expectations of self and of children's achievements, behaviour and learning 	<p>Yes</p> <p>Yes</p>	<p>Application form, interview and selection process.</p>
	<ul style="list-style-type: none"> • Ability to establish and maintain positive relationships with children, parents and carers, members of our Governing Body and our wider community • Commitment to providing a rich curricular and extra-curricular experience for pupils • Flexibility in working as part of a team • Good interpersonal skills • Good organisational skills • Good verbal and written communication skills • Effective ICT skills and confidence using emerging technologies within the classroom 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	