|  |
| --- |
| Harmony Primary School – Class Teacher  Job Description |

|  |  |
| --- | --- |
| Post Title: | Primary School Teacher – KS1/KS2 |
| Responsible to: | **The** Headteacher and Governing Body |
| Status: | Permanent |
| Pay | Subject to experience |
| Additional Benefits | * Training and Development allowance * Support with pursuing a professional qualification |

Our Mission

At Harmony Primary School our children lay down strong academic roots as they enjoy a rich and balanced curriculum that nurtures their abilities. It is our mission to bring out the best in each individual striving for excellence on a daily basis. We work together with parents, professionals and educators to cultivate an inspiring learning experience in an Islamic environment.

About us

Harmony Primary School is an association of Parents, Professionals and Educationalists working together to return the benefits of our experience in the UK to the communities we grew up in. With a passion for core Islamic Values and a desire to empower the next generation we set about establishing an inspiring new school preparing our children for life in Modern Britain.

**Main duties and responsibilities**

The post holder will be required to carry out the duties of a school teacher as set out in the School Teachers’ Pay and Conditions Document 2018, Annex 1, Section 51 namely the Teachers’ Standards.

The Post holder is also required to carry out such professional duties as described in Section 45 and Section 48 of the School Teachers’ Pay and Conditions Document 2018, which the Headteacher may reasonably ask you to undertake.

*In addition, you will also be required to undertake some of the following responsibilities which may or may not be included in the above-mentioned document:*

Specific Teaching Responsibilities

The subject teacher is responsible to the Head for playing a part in the work of the department and for the efficient teaching of pupils assigned to him/her. Particular responsibilities include the following:

1. Departmental policy, administration and resources
2. Be conversant with departmental aims and objectives, schemes of work, external syllabuses, and assessment & reporting policies, as provided by the Head of Department.
3. Contribute as required in departmental administration and policy-making.
4. Manage efficiently, and take good care of, departmental resources that are entrusted to your care, reporting any losses or damage to the Head of Department.
5. Teaching, assessment and reporting
6. Plan and teach KS1/KS2 lessons in line with the departmental schemes of work and external examination specifications, giving due consideration to the needs of individual pupils.
7. Be up to date, plan and prepare high-quality teaching as required by your Line Manager to the appropriate number of hours.
8. Monitor pupils' progress by regular marking and testing, keeping a record of marks and assessments. Methods of assessment must be in accordance with departmental policy, and with the requirements of external examination agencies where appropriate.
9. Provide parents, staff and senior management with full information on the progress of pupils, as required. Write reports and assessments in keeping with the school's assessment system and attend parent meetings.
10. Promote sound standards of punctuality, discipline and work within teaching groups, taking appropriate action against offenders and referring difficult cases to the Head of Department as appropriate.
11. Departmental meetings & professional development
12. Attend departmental meetings, making an appropriate contribution.
13. Attempt to maintain a close awareness of developments nationally within the subject discipline, by participating in departmental initiatives and by personal initiative.
14. Participate as required in the school's appraisal system.
15. Engage in personal professional development by attending relevant courses and meetings as agreed with the Head of Department.
16. General Responsibilities
17. Maintain good order and discipline among pupils and safeguard their health and safety both on the school campus and on organised events outside school.
18. Supervise, as required, groups of pupils engaged in private study, and the classes of absent staff.
19. Attend, and participate in as required, general school functions, meetings, cultural and social events, including those held out of school hours during term time.
20. Carry out, in an efficient manner, a share of routine duties in accordance with published rotas.
21. Share in the efficient running of extra-curricular activities, as agreed with the Head Teacher.
22. Assist in the promotion of the school's reputation, and in marketing activities as required.
23. Carry out any additional task reasonably required by the Head Teacher.

*Our school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. The successful applicant will be subject to satisfactory Enhanced DBS clearance and all pre-employment safeguarding checks and will need to include satisfactory references.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Person Specification** | | | **How Identified** |
| **Criteria** | **Essential** | **Desirable** |
| |  | | --- | | **QUALIFICATIONS & TRAINING** | | * Qualified to at least degree level or equivalent * Willing to work towards QTLS or QTS | |  | | --- | | * Qualified Teacher Status * Evidence of further training, experience or professional development relevant to the post. | | Application |
| |  | | --- | | **EXPERIENCE** | |  | | |  | | --- | | * Ability to teach the KS1/KS2 curriculum effectively * Experience of planning and delivering the National Curriculum or similar * Teaching Experience in a classroom environment | | |  | | --- | | * Experience of working within a primary school * Evidence of continuous training | | Application  Interview |
| |  | | --- | | **KNOWLEDGE & UNDERSTANDING** | | |  | | --- | | * Thorough knowledge of expectations in KS1/KS2 * Working knowledge of assessment for learning strategies * Understanding of how children learn differently and the ability to use a range of teaching & learning techniques to enable all pupils to make good progress * Knowledge of effective behaviour management strategies | | |  | | --- | | * Knowledge or experience in multi- professional working. | | Application  Interview  Teaching Observation |
| |  | | --- | | **SKILLS AND ABILITIES** | |  | | |  | | --- | | * Good level of organisational skills * Ability to work collaboratively as a member of a team * Skill in promoting children’s independence and creativity * Willingness to be involved with or provide extra-curricular activities * Ability to foster positive relationships with the whole school community * Good level of IT skills | | |  | | --- | | * Interest in developing innovative practice to improve learning and/or processes * Ability to lead a curriculum area | | Interview  References |
| |  | | --- | | **PERSONAL QUALITIES** | | |  | | --- | | * Self-motivated, adaptable and committed to achieving high standards * Enthusiasm and commitment to the ethos and aims of our school * Flexible and adaptable * A ‘can do’ positive attitude that seeks solutions to problems * Proactive in and commitment to the process of continuous review and improvement * Commitment to maintaining confidentiality **at all times** * Commitment to safeguarding and supporting vulnerable pupils | |  | Interview  References |