

JOB DESCRIPTION



READING BOROUGH COUNCIL	Department/Directorate: DECS
Post Reference No:	Location: Emmer Green Primary School
Job Title: TEACHER	Grade/Salary Range: M1 – UPS3

JOB PURPOSE

To have a part-time teaching responsibility in Reception or KS1 to cover maternity leave. To contribute to the ethos of the school as a whole and to foster the well being of all children.

MAIN DUTIES AND RESPONSIBILITIES

PLANNING AND SETTING EXPECTATIONS

- Identify clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the pupils being taught.
- Identify pupils who have special educational needs and know where to get help in order to give positive and targeted support. Implement and keep records on Individual Education Plans.
- Identify specific gifts and talents and provide appropriate levels of support.

TEACHING AND MANAGING PUPILS LEARNING

- Ensure effective teaching of whole classes, groups and individuals so that teaching objectives are met and best use is made of teaching time.
- Use teaching methods which keep pupils engaged, including effective questioning and response, clear presentation and good use of resources.
- Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline.

PUPIL ACHIEVEMENT

- Agree on suitable methods of assessment and recording of pupil progress in line with school procedures.

RELATIONSHIPS WITH PARENTS AND THE WIDER COMMUNITY

- Encourage parental involvement and promote understanding and cooperation in order to help children achieve their potential.

- Know how to prepare and present informative reports to parents.
- Understand the need to liaise with agencies responsible for pupils' welfare.

MANAGING OWN PERFORMANCE AND DEVELOPMENT

- Understand your professional responsibilities in relation to school policies and practices.
- Set a good example to the pupils you teach in your presentation and your personal conduct.
- Evaluate your own teaching critically and use this to improve your effectiveness.

MANAGING RESOURCES

- Select and make good use of learning resources which enable teaching objectives to be met, including ICT and other specialist resources.

PERSON SPECIFICATION



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Job Title: TEACHER	Post Reference No:

Qualifications/Education/Training:

- DCSF recognised teaching qualification
- Qualified Teacher Status

Skills and Abilities:

- Knowledge of appropriate learning environment for primary education
- Knowledge of effective and creative approaches to teaching and learning
- Ability to demonstrate positive behaviour management strategies
- Ability to assess and report upon the development, progress and attainment of pupils
- Having a "team approach" to working
- Sound skills in ICT
- Ability to communicate effectively
- Have an understanding of SEN/Able child issues
- Good interpersonal skills
- Enthusiasm and willingness to learn from others
- Sense of humour