



# Quality First Education Trust

## JOB DESCRIPTION AND PERSON SPECIFICATION

### MAIN DUTIES AND RESPONSIBILITIES

**The post holder will:**

#### Teaching and Learning

- Be an excellent teacher.
- Effectively teach children, using a range of strategies to meet their many and varied needs.
- Maintain thorough subject knowledge, and knowledge of national and local developments.

#### Recording and Assessment

- Set clear targets for children's learning and use assessment information to inform all aspects of planning and teaching.
- Display commitment to raising standards and accelerating pupil progress.
- Keep parents informed about their child's progress and wellbeing.
- Liaise with other staff and outside agencies as necessary to best support each child.

#### Standards and Quality Assurance

- Support the aims and ethos of The Quality First Education Trust.
- Operate in accordance with the aims, policies and procedures of the Trust and the school.
- Set a good example in terms of conduct, dress, punctuality and attendance.
- Participate in and contribute to staff training and meetings.
- Positively embrace professional development and research.
- Reflect on and improve performance.

#### Additional Duties

- Be aware of and comply with policies and procedures relating to Child Protection, Safeguarding, and Health and Safety, and report all concerns to the appropriate person.
- Undertake other general tasks that the Headteacher may reasonably ask.

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions document. This may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

## PERSON SPECIFICATION

<b>We are looking for someone who:</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education/qualifications</b>		
Has Qualified Teacher Status	✓	
<b>Experience</b>		
Has taught children successfully, meeting their many and varied needs	✓	
Has evidence of being an excellent teacher	✓	
Has evidence of raising standards and accelerating pupil progress	✓	
<b>Knowledge and Understanding</b>		
Understands the purpose, structure and balance of the National Curriculum/ EYFS curriculum and its requirements	✓	
Has thorough subject knowledge	✓	
Keeps abreast of national and local education developments	✓	
Displays commitment to the safeguarding and protection of children and fulfils relevant duties for child protection	✓	
<b>Skills and abilities</b>		
Is an outstanding teacher	✓	
Can assess, record and report on the achievements of pupils	✓	
<b>Personal qualities</b>		
Is committed to equal opportunities	✓	
Respects and values different experiences and backgrounds	✓	
Is able to develop positive relationships with all members of the school community	✓	
Is a good communicator	✓	
Has an exemplary record of attendance and punctuality	✓	
Holds high expectations of pupils, adults and self	✓	
Is committed to personal and professional development	✓	
Is reflective and learns from experience	✓	
Is motivated	✓	
Is proactive	✓	

This specification acts as selection criteria and gives an outline of the type of person and the characteristics required to do the job.

**Essential characteristics:** those without which the candidate would be rejected.

**Desirable characteristics:** useful for choosing between two good candidates.