

West Hill Primary School  
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## **Primary Class Teacher (Suitable for ECT's)**

### **Job Description and Personal Specification**

West Hill Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

#### **Job details**

**Job title:** Primary Class Teacher

**Salary:** M1 – M6

**Hours:** 32.5

**Contract type:** Permanent

**Reporting to:** Head Teacher

**Responsible for:** N/A

#### **Main purpose**

To achieve an inspiring and dynamic learning environment, in order to achieve the highest standards of learning and achievement for all pupils.

To support the school's development plan initiatives, led by the Head Teacher, to ensure the continued development of the school.

This Job Description and Person Specification is to be read alongside the range of professional standards for Qualified Teachers.

#### **Duties and responsibilities**

##### Teaching and Learning

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests

### Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's vision and values
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach

### Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

### Professional development

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Take part in the appraisal and professional development of others, where appropriate

### Working with colleagues and other relevant professionals

- Communicate effectively with pupils, parents and carers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

### Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

### Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

Please note that this is illustrative of the general nature and level of responsibility of the role. This is not a comprehensive list of all tasks and the post holder may be required to do other duties appropriate to the level of the role, as directed by the head teacher.

### Class Teacher (Suitable for ECT's) Person specification

CRITERIA	QUALITIES
<b>Qualifications and Experience</b>	Degree Qualified teacher status
<b>Skills and knowledge</b>	Knowledge of the National Curriculum Knowledge of effective teaching and learning strategies A good understanding of how pupils learn Ability to adapt teaching to meet pupils' needs Ability to build effective working relationships with pupils Knowledge of guidance and requirements around safeguarding children Knowledge of effective behaviour management strategies Good ICT skills, particularly using ICT to support learning
<b>Personal qualities</b>	A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school High expectations for pupil's attainment and progress Ability to work under pressure and prioritise effectively Commitment to maintaining confidentiality at all times Commitment to safeguarding and equality

**Notes:**

This job description and person specification can be amended at any time in consultation with the post holder.

**Last review date:** 28/03/2024

**Next review date:** March 2026

**Head teacher's signature:**

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**Date:**

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**Post holder's signature:**

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**Date:**

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## Selection Process Details

### Viewings

- Visits to West Hill Primary are welcomed and encouraged for anyone considering applying for this post
- Viewings will be held week beginning 15th April and 22nd April 2024
- To book in a visit please contact [info@westhill.wandsworth.sch.uk](mailto:info@westhill.wandsworth.sch.uk)

### Application deadline

- Completed application forms to be submitted by 9.00am, Friday 26<sup>th</sup> April 2024.

### Completing your application

- Applicants are asked to read the details carefully, especially the Job Description and Person Specification.
- Please address the Job Description and Person Specification criteria, in the order stated, completing no more than two sides of A4.
- Please complete all the standard information required on the application form. Failure to provide information requested may lead to your application being rejected.
- Please email your completed application and supporting statement to [tahira.khan@westhill.wandsworth.sch.uk](mailto:tahira.khan@westhill.wandsworth.sch.uk)
- CV's will not be accepted.
- Successful candidates will be notified shortly after the application deadline.

### Selection process

- The selection process may have a combination of tasks, activities and interview.
- Further details will be provided to the candidates shortlisted for interview.
- Interviews and selection tasks will be held week commencing 7<sup>th</sup> May 2024

### References

- Candidates are advised that references may be taken up immediately after shortlisting.
- Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set.
- The post will be offered subject to satisfactory completion of pre-employment checks.

### Safeguarding children

- Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.
- We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. This post is subject to safer recruitment checks including an online search and enhanced DBS check.