**St. Michael’s CE Primary School**

Job Description and Specification - **Class Teacher post (Potential Teaching & Learning Responsibility (TLR) Points Available)**

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Welcome to St. Michael’s CE School,

We are looking to appoint an outstanding practitioner to become a member of our school team. If you are interested, please read on. There is a potential for a TLR point for a candidate that shows leadership qualities and interest in leading whole school initiatives.

St. Michael’s CE Primary is a lovely school and one of which we are very proud. We have fantastic pupils who are keen to learn and a staff who are talented and committed. The ethos of the school is centred on excellent relationships between pupils and staff and is about learning and achievement for all, working together for the good of all.

St. Michael’s is a stimulating place to work and because of this achieves excellent academic results, accolades for our work. We have a clear and targeted focus on learning and developing a love of learning. This applies to adults as well as children and we pride ourselves on our professional development opportunities and our commitment to staff development and well being.

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## St. Michael’s School Profile

St. Michael’s is a Church of England school situated along Granville Road, Southfields. We are a Voluntary Aided Primary School with a new nursery where the staff and Governors work in partnership with Wandsworth Education and the Southwark Diocesan Board of Education. The school has a long-established association with the Parish Church of St. Michael’s and regular visits are made to the Church during the term and for the end of term services.

Children enter the school either through our nursery (MIni St. Mikes) in the September after their third birthday or directly into the Reception class in September prior to their fifth birthday and stay with us until Year 6 when at the age of eleven years they transfer to secondary school. We have a wonderful new nursery (18 months old) and 14 classes in the main school.

Within our school we aim to create a secure, happy and hard working environment in which children can develop and they are encouraged to work in partnership with each other.

Good behaviour is paramount and as a school we have produced and implemented our own “Behaviour Policy '' which is a result of whole staff, Governor, parent and pupil partnership.

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## Job Description

**Job Title:** Standard National Scale Teacher

**Responsible To:** Headteacher - Mrs. Ann-Marie Grant

**General Job Description Standard National Scale**

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| **The teacher will ensure that at all times they provide an effective, stimulating, well organised classroom by:-**   * planning, preparation, evaluation, modification of individual teaching processes according to the National Curriculum, in line with the school's policies. * meeting the varied needs of individual pupils. * selecting appropriate resources and making these accessible to pupils. * maintaining regular records of individuals' experience and achievement and reporting to parents as required. * **Will contribute to the general development of the school by:** * working closely with teaching and support staff in the development and delivery of the curriculum, and pastoral work of the school. * attending relevant courses to support individual professional development and the school's needs. * relating to and communicating with parents and encouraging their active participation in education and participating in general, curricular and policy-making meetings. * **Will ensure that the principles of Equal Opportunities policies of the L.A., the S.D.B.E. and school are implemented at all times.**   The job description outlined below applies to the Faculty Team Member (area to be decided). It is to be taken into account alongside the job description of the S.N.S.T. above.  Below are the Professional and Managerial Objectives your Faculty area Professional Objectives **The objectives below relate to the individual faculty team role where you have responsibility for ensuring that standards and levels of achievement are monitored and evaluated and where necessary appropriate action is taken. Regular feedback will be given to the Senior Leadership Team (SLT and Senior Management and Leadership Team (SLMT). As part of the agreed Faculty:**   * Take responsibility for the monitoring and development of the subject/area * To pursue your own development in this area and lead staff development as and when necessary. * Attend appropriate INSET and inform colleagues of current initiatives. * Be responsible for the continued implementation of the subject policy. * Be responsible for a budget for the subject and expendable resources (as applicable), ensuring that there are enough materials for the subject. * Carry out work audits for the subject and prepare regular updates for the Governors Reports & for presentation to the Curriculum & Pupils Committee at an agreed specified time. * Monitor the teaching and standards across the school during the academic year and complete the monitoring proforma as outlined in the monitoring policy.   **Managerial Objectives**   * Ensure your role as a member of staff at St. Michael’s CE School is fulfilled and that you are fully compliant in your role and responsibility as outlined in Keeping Children Safe in Education. * Ensure that confidentiality is maintained without exception. * Ensure that as a member of staff, you are fully conversant with the requirements as set out for Inspection Education Framework and the expectations we hold as a school in relation to the requirements are fulfilled. * As part of the whole school Appraisal be aware of the school procedures and policy and involved in the next cycle of “Appraisal”. * Plan for and lead a Parent Curriculum Workshop relating to the development of the subject. / specific area   **Inspection: As a member of the specific agreed Phase ensure the following is fulfilled on behalf of the SLT Phase Team:**   * As a member of the Phase Team ensure your classroom and the Phase area is **ready at the start of the term** for the pending Inspection and that all displays reflect the Phase expectations. * As a member of the Phase Team ensure that you are **fully** aware of the expectations as outlined in the Ofsted Framework for Inspection and the implications for your Phase. * As a member of the Phase Team ensure you **comply** with the expectations as outlined in the Ofsted Framework for Inspection and that you “*buy into the process and have ownership”* and are fully conversant with your role and responsibility as part of the Phase*.* * As a member of the Phase Team ensure you are familiar and well versed with the **regular updates from the Phase Leader**  and are ready for the inspection and are consistently working together. * As a member of the Phase Team work together with the other Phase members ensuring that the Team is ready to showcase and celebrate all that takes place within the Phase to a high standard.   **Main Responsibilities**  This job description describes in general terms the normal duties, which the post holder will be expected to undertake. However, the job description or the duties therein may vary or be amended from time to time without changing the level of responsibility associated with this post or the grade. |

**Supporting Application Statement**

We are keen to be able to see at a glance the skills and attributes you have that will make you the ideal class teacher at our school. Please follow the step by step points below. It is important that the statement is **not** a generic one, rather it is written specifically for our school.

**Job Specification**

**Qualifications**

* Have achieved QTS status and skills test
* Evidence of ongoing relevant professional development to support your role as a teacher

**Experience**

* Teaching experience in the primary age range.
* Experience of planning and assessing learning and progress of all children including SEND and EAL pupils.
* Experience of CPD / leadership development.

**Knowledge, Skills and Abilities**

* Ability to interpret and analyse attainment data to identify learning needs and set targets.
* Ability to recognise and deliver high-quality teaching.
* Ability to keep pupils safe, including child protection and forming and maintaining appropriate relationships.
* Ability to create and maintain a safe, happy, stimulating and well-organised classroom and phase.
* Ability to undertake high-quality assessments of young children’s learning and development.
* Ability to plan and deliver lessons to meet the needs of all learners across all areas of their development.
* Ability to maintain high standards of behaviour and excellent discipline using positive strategies.
* Knowledge and understanding of assessment for learning.
* Knowledge and understanding of curriculum expectations.
* An understanding of the role of parents/carers in improving attainment and experience of working directly with parents/carers.

**Personal Qualities:**

* Sympathetic to the Christian ethos of our Church of England School.
* High expectations of all learners
* Committed to taking account of pupils’ views for school improvements
* Reflective and self-evaluative in developing as a teacher
* Adaptability and flexibility - showing how you can alter or change approaches or activities to recognise children's interests
* Role model - how you are a suitable role model to young children
* Recognises the importance of confidentiality in a school context.

Find out about us on our school website: [**www.stmichaels.wandsworth.sch.uk**](http://www.stmichaels.wandsworth.sch.uk)