

JOB DESCRIPTION

▪ **KEY PURPOSE**

- To teach a class of pupils and ensure that preparation, planning, marking & feedback and assessment meet the needs of all pupils.
- Maintain the positive Christian ethos and core values of the school, both inside and outside the classroom.
- Work in partnership with all teaching and non-teaching staff, parents and governors.
- Ensure that the current national conditions of employment for school teachers are met.

MAIN ACTIVITIES

1. Implement all agreed school policies and guidelines.
2. Support all initiatives decided by the headteacher and staff.
3. Plan appropriately to meet the needs of all pupils, through differentiation of tasks and through having the highest expectation of every child, believing that every learner has unlimited potential for development.
4. To plan and deliver the curriculum within the framework of present school policies, both in short and long term planning structures.
5. Set clear targets, based on prior attainment, for pupils learning.
6. To plan and resource a classroom which will encourage the development of all aspects of children's learning. In particular to encourage children's independent use of resources and involvement in their learning.
7. Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils.
8. To monitor children's progress, keep records and evaluate children's achievements. To set children high standards in the content and presentation of their work by the quality of your displays of that work.
9. To establish and maintain good relationships with colleagues, working as part of a team in all aspects of school development.
10. Maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy.
11. Work in partnership with parents and carers in providing a quality education experience for all the children and report to parents on the development, progress and attainment of pupils.
12. Participate in meetings which relate to the school's management, curriculum, administration or organisation.
13. Communicate and co-operate with specialists from outside agencies.
14. Lead, organise and direct support staff within the classroom.
15. Lead a curriculum area (or have the potential to do so).
16. Participate in the appraisal system for their own performance.
17. To demonstrate a commitment to maintaining and enhancing the Christian ethos of the school

Review of Job Description

The duties and responsibilities of this post may vary from time to time according to the changing needs of the school. This job description may be reviewed at the discretion of the Headteacher in the light of those changing requirements and in consultation with the post holder and governing body.

Specific accountability questions and success criteria of achievement will be negotiated and agreed at the beginning of the annual appraisal cycle.

Important Information for Applicants

Closing Date: Friday 23rd February 2018 (12 Noon)
Shortlisting: Monday 26th February 2018
Interviews - Week/beginning: Monday 26th February 2018

If you would like to visit the school, please email Debbie Boyle (Senior Admin Officer) at:
admin@stepneygreencoat.towerhamlets.sch.uk

Job Description

This tells you the main responsibilities of the post and explains what we are looking for. It tells you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

Person Specification

This specification sets out the criteria that will be used to shortlist candidates for interview and during the interview process.

Applying

If you decide to apply for this post please complete **the attached School application form**. Your formal letter of application (supporting statement) should address the selection criteria detailed in the Person Specification. Please do not attach supplementary information. Please return your completed application via email to:

admin@stepneygreencoat.towerhamlets.sch.uk

We hope you find the information in this pack useful.

Should you have any further queries or wish to visit the school, please do not hesitate to contact Debbie Boyle, School Admin Officer, on 0207 9873202 or email admin@stepneygreencoat.towerhamlets.sch.uk

