



WESTFIELD SCHOOL
& SPECIALIST SPORTS COLLEGE

JOB DESCRIPTION

JOB TITLE : Primary Teacher

GRADE : MPS

JOB PURPOSE:

You are required to carry out the duties of a schoolteacher as set out in the latest Schoolteachers' Pay and Conditions Document. In addition, you are to undertake the following responsibilities related to your post.

The key purpose of your role is to create, maintain, review and develop the conditions which enable pupils to achieve effective learning.

RESPONSIBLE TO : Link Team Member/Headteacher

MAIN DUTIES AND RESPONSIBILITIES:

Management, Organisation and Administration

Management of Pupils

- to ensure the smooth induction of new pupils
- to monitor pupil behaviour and update monitoring forms
- to ensure reports and records are maintained for the pupils in your teaching groups
- to attend parent consultation meetings, keep a record of attendance and act on concerns raised
- to keep a check on pupil attendance and report on poor attendance to the Form Teacher/Link Team Member and Attendance Co-ordinator

Management of Learning

- to maintain records of pupils whom you teach having regard to the school policy on special educational needs
- to monitor pupil progress and to take suitable action where necessary
- to prepare and mark pupils' work
- to present displays of work

Curriculum Issues

- develop cross curricular links as appropriate
- ensure that staff use appropriate teaching and learning styles and that good practice is shared
- ensure that there are opportunities for the setting of differentiated work
- assess pupils progress and attainment with schools tracking systems
- promote the school at all levels through extra curricular activities
- create an environment that encourages student participation

The above is not meant to be an exhaustive list, but is a summary of the important elements of the job of a Primary Teacher.

Signed _____ Date _____

Signed _____ Date _____
Headteacher

PERSON SPECIFICATION

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Area		Essential Attributes	Desirable Attributes
1.	Qualification	Qualified Teacher Status	Qualifications relevant to the post.
2.	Experience	NQT or experience in Primary teaching.	
3.	Skills, Knowledge, Aptitude	Excellent class teacher. Ability to enthuse pupils. Qualified to teach Primary pupils. Ability to work to deadlines in co-operation with others. Ability of providing concise reports on pupil progress. Ability to communicate clearly both verbally and in writing.	
4.	Curriculum	Knowledge of general subjects in KS1/KS2. IT Literate.	
5.	Motivation	Commitment to the aims of the school. Commitment to the development of all pupils. Commitment to further professional development.	
6.	Community and Liaison	Ability to liaise effectively with parents and outside agencies (if necessary).	
7.	Personal	A commitment to punctuality, good attendance and high standards of self-presentation. A determination to ensure that pupils achieve their potential.	
8.	Application	A well presented application with thought given to the nature of the post (KS1/2 teacher).	