



JOB DESCRIPTION

Post details:

Job Title: Primary Teacher

Grade: MPR/UPR Plus 1 SEN point

Department: Woodbridge Park Education Service

Division/Section: Children and Adult Services

Line Manager: Head of Centre

Main Purpose of the Job

- To develop the primary curriculum area, in order to ensure high standards of teaching and learning across the service.
- To promote the highest standards of behaviour in order to ensure a calm working environment,
- To contribute towards a positive learning culture that promotes success and personal well-being for students and staff.

Main Responsibilities and Tasks

1. As a specialist in the primary provision area, to set high expectations and deliver high quality lessons and targets for students, using information regarding prior attainment to secure progress
2. To agree, monitor and evaluate the student subject progress targets, to make a measurable contribution to whole service targets
3. To support in developing Schemes of Learning, which contribute positively to the achievement of the Service Development Plan.
4. The creation, implementation and improvement of Schemes of Work to encapsulate key service learning strategies.

Competencies

The following competencies are expected to be demonstrated by the post holder:-

Title	Definition
Analytical Thinking	The ability to think logically, break things down and recognise cause and effect
Challenge and Support	A commitment to do everything possible for each student and to enable all students to be successful and to challenge colleagues when this does not occur
Community Engagement	Engaging with the aspirations and needs of groups in varied circumstances, understanding their position while persuasively communicating their vision for the Service
Conceptual Thinking	The ability to see patterns and links, even where there is a lot of detail
Confidence	The belief in one's ability to be effective and to take on challenges
Creating Trust	Being consistent and fair.
Developing Potential	Works to develop the long term capabilities and potential of others
Drive for Improvement	Relentless energy for setting and meeting challenging targets, for students and the service
Enduring Resilience	Able to sustain energy, optimism and motivation in the face of pressure and setbacks
Flexibility	The ability and willingness to adapt to the needs of a situation and change tactics
Holding People Accountable	The drive and ability to set clear expectations and parameters to hold others accountable for performance
Impact and Influence	The ability and the drive to produce positive outcomes by impressing and influencing others
Information Seeking	A drive to act now to anticipate and pre-empt events
Initiative	The drive and the ability to provide clear direction to students and to enthuse and motivate them
Managing Students	The drive and the ability to support students in their learning and to help them become confident and independent learners
Respect for Others	An underlying belief that individuals matter and deserve respect
Team Working	The ability to work with others to achieve shared goals
Understanding Others	The drive and ability to understand others and why they behave as they do

Operational Duties and Responsibilities
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1. To plan, prepare and teach high quality lessons at the Primary Centre, effective use of resources and improved standards of learning and achievement for all students.
2. To plan, prepare and teach programmes of work to small groups of students, most of whom have been excluded, or do not currently attend mainstream school and to

be aware of, and take proper account of the strategies agreed in Individual Education Plans.

3. To teach students with a wide range of educational needs and behavioural difficulties
4. To have a thorough and up to date knowledge of the primary provision to take account of wider curriculum developments that are relevant to their work. To take responsibility for their own professional development and use the outcomes to improve their teaching and students' learning.
5. To consistently and effectively use information about prior attainment to set well-grounded expectations for students, and monitor progress to give clear and constructive feedback and to be able to make use of performance data available in order to determine how much progress their students are making.
6. To consistently and effectively use a range of appropriate strategies for teaching and classroom management and to be effective professionals who challenge and support all students to do their best, ensuring that good practice is shared and celebrated across the service.
7. To uphold the services policies in respect of child protection and safeguarding matters.
8. To assist students to develop their personal, social and health skills and to act as a form tutor as required.
9. To carry out a share of supervisory duties in accordance with published rotas.
10. Setting appropriate work for teaching classes in the event of absence from work.
11. To develop and share professional knowledge and skills and keep up to date with current developments in the primary area, Special Educational Needs and Behaviour Management. To recognise the importance of attending and participating in various staff meetings, INSET and committees/working parties.
12. To produce reports and statistics as required by the Headteacher for Committee Meetings.
13. To use Price Training (positive handling) as part of your daily role

Performance

Performance will be measured against student progress and outcomes in relation to targets set and in addition will take note of progress as measured against the Subject Development Plan.

Conditions of Employment

The post requires that you should take an appropriate share of the responsibilities attached to teachers generally within the Service in connection with the teaching of

students, the preparation and marking of their work and the promotion of their progress and welfare. You will be required to undertake any other duty as specified by the School Teachers' Pay and Conditions Document and the Conditions of Service ("Burgundy Book") not mentioned above, as reasonably directed by the Headteacher.

Council Standards

Equal Opportunities

The Council has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote this in their own work.

Health and Safety

The Council is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

Confidentiality

The Council is committed to maintaining privacy of all its staff and customers. It expects all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

Safeguarding

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Signatures – Post Holder and Line Manager

Signed.....
Postholder

Dated:.....

Signed.....
Line Manager

Dated:.....

The duties of this post will change and develop over time. It is the post holder's responsibility, in conjunction with their line manager, to regularly review this document and amend it when necessary.

Although the Job Description links the post holder to be based at a particular centre, the headteacher can, with prior notification and consultation, re-locate the post holder to a different centre, to fit the needs of the service at any particular time.



**London Borough
of Hounslow**