

**Exceed Academies Trust**  
**Copthorne Primary School**  
**Job Description**

**Post Title:** Teacher (Primary)  
**Pay Range/Grade:** MPS / UPS  
**Reporting to:** Headteacher  
**Line Management of:** N/A

**Core purpose:**

- As a Primary School Teacher, you will be an outstanding classroom practitioner who consistently demonstrates the highest standards of delivery. You should be fully committed to raising attainment across the whole school/specify key stages and across all subjects that you are required to teach. You will be acutely aware of the strategies required to achieve the highest standards within your specialist subject area/across the curriculum.
- You may from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.
- As a Teacher you will, at all times, be mindful of, and adhere to, the Professional Standards for Teachers and the Career Stage expectations negotiated and adopted by the Trust at any time.
- In addition, for Teachers paid on the Upper Pay Range (UPR), your achievements and contribution to an educational setting should be substantial and sustained.

**Duties and responsibilities:**

**Effort and Demands:**

- Contribution to the overall ethos/work/aims of the Trust.
- Support the role of other professionals.
- Be vigilant and sensitive to any child protection/safeguarding concerns that arise, reporting any concerns to the designated officer in line with school policy and procedure.
- Deal with any issues, immediate problems or emergencies that arise in line with school policies and procedures liaising with colleagues where necessary e.g. dealing with a sick, injured or distressed child.

**Teaching:**

- 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

Together we **Exceed**

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- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests

### **Safeguarding and Compliance**

- 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
- To ensure a safe, secure and healthy environment for students
- To manage pupil behaviour in the classroom and on school premises, and apply appropriate and effective measures in cases of misbehaviour
- To actively encourage good practice with regard to punctuality, behaviour, standards of work and independent learning.

### **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

### **Whole School Organisation and Strategy**

- To participate in and organise extracurricular activities, such as outings, social activities and sporting events; including participation in occasional overnight visits.
- To contribute to the development, implementation and evaluation of school's policies, practices and procedures in such a way as to support the school's values and vision.
- Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.
- Subject to the guidance relating to Cover, supervise and teach any pupils where the person timetabled to take the class is not available to do so.

### **Management of Staff and Resources:**

- To prepare and regularly update subject materials including researching new topic areas and writing new curriculum materials.
- To supervise and support the work of classroom support, teaching assistants, trainee teachers and Early Career Teachers (ECTs).
- To efficiently deploy such resources as are allocated/delegated to you.
- Contribute to the recruitment, selection appointment and professional development of other teachers and support staff.
- Direct and supervise support staff assigned to them, and where appropriate, other teachers

### **Communication:**

- To communicate with parents and carers over pupils' progress and participate in departmental meetings, parents' evenings and whole school training events.



**Working with colleagues and other relevant professionals:**

- To liaise with other professionals, such as learning mentors, careers advisers, educational psychologists, education welfare officers etc.

**CPD:**

Maximise opportunities for personal development by:

- To under-go regular observations and participate in regular in-service training (INSET) as part of continuing professional development (CPD).
- Where appropriate, to participate in arrangements for the appraisal and review of other teachers and support staff.
- Participate in arrangements for your own further training and professional development and, where appropriate, that of other teachers and support staff.

**Environmental Demands/Working Conditions:**

- Will have long periods of sitting or standing.
- Available to work during school hours during term time and a willingness to be flexible as may be required to attend staff meetings/training sessions outside of usual hours.
- Will have contact with members of the public/other professionals e.g. teaching staff, governors, parents/carers, community groups, local education authority, external providers etc.
- The post holder may occasionally be subjected to antisocial behaviour from members of the public/parents/site users.
- This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.
- Report all concerns to an appropriate person.

**Fluency Duty:**

- In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.
- For this role the post holder is required to meet the Advanced Threshold Level

Advanced Threshold Level**The post holder should demonstrate they can:**

- Express themselves fluently and spontaneously at length effortlessly.
- Explain difficult concepts simply without hindering the natural smooth flow of language.
- Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in School.

**Special Conditions of Service:**

- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

**Other Considerations:**

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such



suspensions to the school's nominated Designated Safeguarding Lead or the Headteacher.

- To act in accordance with Data Protection regulations, specifically the General Data Protection Regulations, and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act (2010).
- Must be legally entitled to work in the UK.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.



## Person Specification

	Essential
Qualifications	<ul style="list-style-type: none"> <li>• Qualified Teacher Status (QTS)</li> <li>• Honours degree level or equivalent</li> <li>• Professional qualification or relevant experience</li> </ul>
Knowledge, Skills and Experience	<ul style="list-style-type: none"> <li>• Knowledge of the National Curriculum</li> <li>• Proven record of success as an outstanding Teacher</li> <li>• A good understanding of how children learn</li> <li>• Ability to build effective working relationships with pupils</li> <li>• Knowledge of guidance and requirements around safeguarding children</li> <li>• Knowledge of effective behaviour management strategies</li> <li>• An understanding and demonstration of barriers to learning and how those may be overcome</li> <li>• Experience of managing student performance and intervention strategies to raise performance</li> <li>• Previous teaching within primary education</li> <li>• Experience of ensuring good outcomes for pupils with additional educational needs</li> <li>• Experience of working alongside employer partners to achieve learning objectives</li> <li>• Provide evidence of having previously spoken fluently to customers at an Advanced Threshold Level</li> <li>• Ability to communicate effectively with a range of internal and external stakeholders</li> <li>• Excellent literacy, numeracy and IT skills</li> <li>• In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Advanced Threshold Level.</li> </ul>
Commitment	<p>Demonstrate a commitment to:</p> <ul style="list-style-type: none"> <li>• Safeguarding, child protection and health and safety</li> <li>• Equality Act 2010</li> <li>• Promoting the school's vision and ethos</li> <li>• Getting the best outcomes for all pupils</li> <li>• High expectations for children's attainment and progress</li> <li>• Maintaining confidentiality at all times</li> <li>• Promoting high ethical standards</li> <li>• Relating positively to and showing respect for all members of the school and wider community</li> <li>• On-going relevant professional self-development</li> <li>• Collaborative working</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>• Ability to work under pressure and prioritise effectively</li> </ul>

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the performance management process or as appropriate.

**Signature of post holder** \_\_\_\_\_ **Date //**

**Signature of Chief Executive Officer** \_\_\_\_\_ **Date //**

