

## JOB DESCRIPTION

READING BOROUGH COUNCIL	Department/Division: EDUCATION
Post Reference No:	Location: Oxford Road Community School
Job Title: Key Stage 2 Class Teacher	Grade/Salary Range: MPS

### JOB PURPOSE

To teach a class in Key Stage 2, providing for their physical, social, emotional and intellectual needs through planning appropriate lessons, monitoring and evaluating each child's progress.

To work as part of a team within Key Stage 2, as well as contributing to the whole school community.

### DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

**RESPONSIBLE TO:** Key Stage 2 Team Leader, Deputy Headteacher and Headteacher

### MAIN DUTIES AND RESPONSIBILITIES

**The Main Duties and Responsibilities of the post are:**

This job is to be performed in accordance with the School Teachers' Pay and Conditions Document.

#### Teaching:

- To be a motivated, enthusiastic quality teacher.
- To deliver the school's curriculum, including new educational initiatives, and use a wide range of teaching styles which take into account the diverse demands of children's learning thereby supporting the ethos of the school.
- To plan according to the school's policy, work which addresses the wide range abilities and enables all pupils to achieve their full potential.
- To acknowledge and identify children's needs in accordance to the school's SEN policy
- To mark, record and assess pupil's work in accordance with the relevant school's policies.
- To keep records of achievement in accordance with the school's policies.
- To support the Head and SMT in all areas of agreed school policy and practice.
- To communicate to the KS2 Team Leader or SMT any areas of concern.
- To be part of a curriculum team and co-ordinate a named curriculum area, reviewed annually.

## Other Expectations

- To create a stimulating and well-organised environment in which all children develop academically, emotionally, physically and socially.
- To develop a wide range of pupil's skills and encourage independence.
- To provide opportunities for pupils to present their work in a variety of ways.
- To create an atmosphere that encourages care and concern for others and their environment, whilst promoting self-confidence, self esteem and self control.
- To uphold high standards of discipline and show consistency in dealing with children's behaviour, whilst understanding the needs of the individual. To be responsible for the discipline of all children in the school as needs arise and act according to the school's Behaviour Policy.
- To write records of and reports on the personal and social needs of pupils.
- To maintain a positive relationship with parents.
- To meet with and consult with parents of pupils regularly.
- To liaise with external agencies.
- To maintain confidentiality where appropriate.
- To implement the school's Health & Safety Procedures as outlined in the school's policy (Level 1 Health & Safety responsibility).
- To keep up to date with current educational issues and further one's own professional development.
- To participate in self-evaluation and performance management.
- To provide basic first aid and seek assistance when necessary.
- To participate in and contribute to staff meetings and training.
- To be concerned with the general welfare of the children and report any concerns of safeguarding children to the designated person.
- To participate in the supervision of students in training when required.

### SCOPE OF JOB (Budgetary/Resource control, Impact)

With the Key Stage 2 Team Leader be responsible for resources.

To be part of a curriculum team.

# PERSON SPECIFICATION



READING BOROUGH COUNCIL

Department/Division: Education  
Oxford Road Community School

Job Title: Key Stage 2 Teacher

Post Reference No:

## Qualifications / Education / Training

Must possess Qualified Teacher status.

## Experience

Would suit newly qualified teacher or experienced.

Experience of work with pupils with English as a second language and or special educational needs would be helpful.

## Other work related requirements:

Use of specialist equipment/resources eg computers.

Have enthusiasm, confidence and ability to use own initiative.

Full working knowledge of relevant polices/codes of practice/legislation

Ability to organise, lead and motivate other staff

Ability to relate well to children and adults

Work constructively as part of a team, understanding school roles and responsibilities and your own position within these

Be reliable and punctual

Ability to self-evaluate learning needs and actively seek learning opportunities

Caring, adaptable and have a good sense of humour

## Work Related Personal Requirements

It is the duty of employees:

### Health & Safety

- To be familiar with, and conform to, the School's Health & Safety Policy and procedures
- To take reasonable care of themselves and other persons who may be affected by the acts or omissions at work.
- To co-operate with employers in order to ensure that employers' duties can be performed and complied with.

- To report all accidents, near misses and dangerous occurrences immediately.
- Neither intentionally nor to interfere recklessly with any equipment provided.

#### Security

- All employees are required to remain vigilant on the school premises and to report security issues to the school business manager or head teacher immediately.