

Job Description

DIRECTORATE:	Education & Family Support
DEPARTMENT:	Afon y Felin Primary School
POST:	Progression Step 3 (Temporary)
GRADE OF POST:	Teacher Salary Scale
RESPONSIBLE TO:	Headteacher and Governing Body

JOB PURPOSE:

Carrying out the professional duties of the Teacher in accordance with the Teachers Pay and Conditions Document and other relevant statutory provisions.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Planning and preparing lessons having regard to the curriculum of the school.
- Working as a member of the Progression Step 3 team and contributing positively to effective working relationships within the whole school.
- Creating and maintaining positive and supportive relationships with staff, parents, governors and our partners in the community.
- Teaching pupils in their assigned groups according to their educational needs, including the setting and marking of work.
- Assisting with the assessment, recording and reporting on the attendance, progress, development and attainment of assigned pupils and keeping such records as are required by the school's systems.
- Managing the work of support staff in the classes.
- Playing a full part in the life of the school community, and supporting its ethos.
- Making records and reports on the personal and social needs of pupils and participating in such meetings.

- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- Maintaining good order and discipline among the pupils and safeguarding their health and safety both when authorised to be on the school premises and when engaged in authorised activities elsewhere.

GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

Safeguarding

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding and Quality Team or Children's Safeguarding Assessment Team.

Review and Right to Vary

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

Criminal Records Bureau

This post requires a criminal records check through the Disclosure & Barring Service (DBS)

Person Specification

Teacher

The following attributes represent the range of skills, abilities and experiences etc relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (Yes).

Attributes	Requirements	Essential	Method of Evaluation/Testing
Qualifications, Education & Training	<ul style="list-style-type: none"> • Relevant teaching qualification. • Registration with the Education Workforce Council. 	<p>Yes</p> <p>Yes</p>	Production of original Qualification Certificates and application form.
Knowledge & Experience	<ul style="list-style-type: none"> • Knowledge and recent experience of teaching in the KS2. • Experience of managing support staff. • Knowledge of Welsh. • Experience of leading a subject. 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	Interview, application form and references.
Skills & Personal Qualities	<ul style="list-style-type: none"> • Ability to create a happy, challenging and effective learning environment. • Flexibility in working as part of a team. • Good interpersonal skills. • Good organisational skills. • Good communication skills. • Good ICT skills. • Good display skills. 	<p>Yes</p>	Interview, application form and references.