

# Job Description and Person Specification



We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS disclosure, barred list check, eligibility to work in the UK check, proof of identity, childcare disqualification check, online check, qualifications check and living/working overseas check.

## SECTION A: Specific Role Profile

<b>Post Title</b>	Part-time teacher for small group teaching, fixed term	<b>Post No</b>	
<b>Directorate</b>	Solihull MBC		
<b>Division</b>	Schools Education		
<b>Band and Salary</b>	MPS 1-6 Incremental progression is subject to performance. The school does not operate a system of pay portability		
<b>Responsible to</b>	Head teacher		
<b>Location</b>	Sharmans Cross Junior School, Sharmans Cross Road, Solihull B911PH		
<b>DBS Check</b>	Enhanced check for regulated activity for working with Children		

### Role Purpose

- The core purpose of the post is to undertake all the duties of a qualified teacher as described in the School Teachers' Pay and Conditions document and to be committed to safeguarding and promoting the welfare of children and young people.

### Role Responsibilities

#### Teaching and curriculum

- Teach clearly structured lessons which maintain pace and interest, challenge and motivate pupils of all abilities and backgrounds both in school and during remote learning
- Have a clear understanding of all pupils' needs, including varying levels of ability and special educational needs and disabilities
- Establish a safe and stimulating learning environment, where pupils feel confident and safe
- Take into account pupils' individual needs and abilities when planning lessons
- Demonstrate a good knowledge and understanding of the primary curriculum
- Mark and assess pupils' learning, using different assessment and monitoring strategies, evaluating pupils' progress and identifying their next steps
- Undertake formative and summative assessment activities including providing parents with written and oral reports
- Set challenging learning objectives for the class and for individuals, building on prior attainment
- Encourage active and independent learning, enabling children to take ownership of their learning
- Use technology to support and enhance teaching and learning

- Plan for curriculum enrichment

#### School environment

- Establish a clear framework for classroom management, including working with, directing and supporting teaching assistants
- Follow the school's procedures for managing behaviour, monitoring discipline and intervening when necessary to maintain a safe and productive learning environment
- Build and maintain good relationships with pupils, parents and colleagues
- Demonstrate the positive attitudes, behaviours and values that are expected of pupils

#### General duties

- Contribute to and support the overall ethos, work and aims of the school
- Promote the general progress and well-being of all pupils in the school both in school and during remote learning
- Participate in regular appraisal of performance
- Reflect and evaluate personal teaching performance
- Regularly take part and contribute to school and community events
- Contribute to the school's extra-curricular activities
- Have proper and professional regard for the ethos, policies and practices of the school in which they teach and maintain high standards in their own attendance and punctuality.
- Have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities. including the General Data Protection Regulations
- To attend parents' consultation evenings, staff meetings, PTA events and INSET as reasonably requested.
- Undertake any other reasonable and relevant duties in accordance with the changing needs of the school, as required by the head teacher

### **Professional Accountabilities**

The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition they are to contribute to the achievement of the school's objectives through:

#### **Safeguarding**

- To be committed to safeguarding and promoting the welfare of children and young people.

#### **Financial Management**

- Personally accountable for delivering services efficiently, within budget and to implement any approved savings and investment allocated to the service area.

#### **People Management**

- To comply and engage with people management policies and processes

#### **Equalities**

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

#### **Health and Safety**

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the School's health and safety policy

## Section B: Person Specification

	Essential Criteria	Desirable Criteria	Measured By
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• QTS/Degree</li> <li>• Maths and English Grade C minimum or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of further training to enhance teaching and learning experiences</li> </ul>	Application form Documentation
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Evidence of successful teaching through training</li> </ul>	.	Application Form Lesson Observation References Interview
	<ul style="list-style-type: none"> <li>• Successful teaching in Key Stage 2</li> </ul>		Application Form Lesson Observation References Interview
	<ul style="list-style-type: none"> <li>• Experience of working with pupils with DSEN</li> </ul>		Application Form References Interview
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Thorough understanding of KS2 Curriculum.</li> </ul>		Application Form Interview .
	<ul style="list-style-type: none"> <li>• Good understanding of child development.</li> </ul>		Application Form Interview .
	<ul style="list-style-type: none"> <li>• A wide knowledge of appropriate teaching and assessment strategies in the curriculum</li> </ul>		Application Form Lesson Observation Interview .

<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>Have a commitment to your own CPD and be positively responsive to a critical learning dialogue through performance management.</li> </ul>	<ul style="list-style-type: none"> <li>Able to use observation as a tool for assessment and planning.</li> </ul>	Application Form References Interview
	<ul style="list-style-type: none"> <li>Able to differentiate and plan for the needs of all pupils.</li> </ul>		Application Form Lesson Observation Interview
	<ul style="list-style-type: none"> <li>Able to plan appropriate activities that are motivational and inspiring.</li> </ul>		Application Form Lesson Observation References Interview
	<ul style="list-style-type: none"> <li>Able to respond to pupils' learning, interests and plan appropriately.</li> </ul>		Application Form Lesson Observation References Interview
		<ul style="list-style-type: none"> <li>Able to use data to improve standards in teaching and learning</li> </ul>	Application Form Lesson Observation Interview
	<ul style="list-style-type: none"> <li>Able to create a well-organised and stimulating learning environment.</li> </ul>		Application Form Interview
	<ul style="list-style-type: none"> <li>To have high aspirations and a commitment to raising achievement and supporting pupils' individual needs.</li> </ul>		Application Form References Interview
	<ul style="list-style-type: none"> <li>Ability to use technology to support and enhance teaching.</li> </ul>		Application Form Lesson Observation References Interview

	<ul style="list-style-type: none"> <li>To work well within a team</li> </ul>		Application Form References Interview
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<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>A clear understanding of safeguarding, including the prevent agenda, and equal opportunities</li> </ul>		Application Form Interview
		<ul style="list-style-type: none"> <li>Experience of leading a curriculum subject</li> </ul>	Application Form Reference Interview
		<ul style="list-style-type: none"> <li>Experience of leading extra-curricular opportunities.</li> </ul>	Application Form Reference Interview

<b>Core Behaviours</b>	<b>Excellence</b> - With enthusiasm, you work to deliver a high quality service to meet customer, organisational and personal expectations. You adopt a 'can do' attitude in all of the work you deliver, ensuring it meets the needs of current and potential customers.	Interview
	<b>Simplicity</b> - You actively seek ways to prevent over-complication or confusion, by adopting the most simplified approach to work. You communicate clearly and concisely, ensuring that the message is understood by all.	Interview
	<b>Trust and Respect</b> -You are aware of your impact on others including confidentiality. You value openness and listen carefully to understand the views of others. You promote the values of diversity and actively work to minimise any harm caused to others in order to foster an environment of mutual trust and respect.	Interview
	<b>Working Together</b> - You work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or the communities we serve.	Interview
	<b>Responsibility</b> - You take ownership for your work and you use your initiative to deliver. You are accountable for your own performance and development and you take responsibility for your actions and decisions.	Interview
	<b>Leadership</b> - Your leadership is demonstrated by delivering outcomes and inspiring your team and individuals to improve and develop within an environment that enables individuals to achieve their potential.	Interview

<b>Compiled/Reviewed by</b>	Sara Wilkes
<b>Date</b>	February 2024

## **Section C: Additional Information**

### **Safeguarding**

Solihull Council is committed to keeping children, young people and adults at risk safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and adults at risk for whom she/he is responsible or comes into contact with.

### **Health and Safety**

Health and safety laws require all employees to help the Council maintain and improve health and safety standards. This means that the post holder must take reasonable care of his/her own and others' health and safety and co-operate with any reasonable request to support the Council, managers and other employees, in meeting their health and safety legal responsibilities. Line managers have additional responsibilities to ensure that policies, procedures and safe systems of work are implemented on a daily basis.

All duties and responsibilities must be carried out in line with the Council's Corporate Health and Safety Policy and any local safety procedures.

### **Information Management**

As an employee of the Council, the post holder will be expected to manage information in accordance with standards outlined in the Corporate Records Management and Information Security policies. They will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of the Data Protection Act 1998.

The post holder will be accountable for ensuring that he/she is aware of relevant Council policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

### **Equal Opportunities**

Solihull Council is committed to equal opportunities and expects all staff and volunteers to recognise and value differences.

### **Solihull Behavioural Framework**

The Council expects all employees to conduct themselves in a way that is consistent with the values and behaviours set out in the Solihull Behavioural Framework.

### **Mobility**

Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the Council they may be required.

### **Variations to Job Descriptions**

Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the Council therefore retains the right to amend job descriptions to reflect changing requirements.