



Kelvin Grove Primary School
Kelvin Grove, London SE26 6BB
tel: 020 8699 6300
email: admin@kelvingrove.lewisham.sch.uk

JOB DESCRIPTION

Designation: Main Scale Teacher

Grade: MPG

Reports to: Headteacher/Deputy Headteacher

General Duties

The education and welfare of a group of students in accordance with the requirements of the “Conditions of Employment of School Teachers,” having due regard to the requirements of the National Curriculum. To uphold the school’s aims, objectives and schemes of work and any agreed and established school policies. To share in the corporate responsibility for the well-being and discipline of all students.

Purpose of Job

The appointment is subject to the current conditions of employment for teachers contained in the School Teachers’ Pay and Conditions Document 2020.

The job description may be amended at any time following discussions between the Headteacher and teacher and will be reviewed on an annual basis as part of the Performance Management process.

JOB CONTENT

Teachers are expected to:

- Work with all members of staff and the Governing Body to realise the vision of the school.
- Promote the school ethos in all aspects of school life.
- Set high expectations for all pupils and support staff and continually strive to raise standards.
- Be familiar with and show a clear understanding of all school policies and ensure that they are put into practice.
- Take full responsibility for the class throughout the school day, including movement around the school and when on educational visits.
- Ensure the maintenance of good order and discipline among all students and safeguard their Health and Safety, both on school premises and when they are engaged in authorised activities elsewhere.
- Prepare teaching areas in advance of daily lessons and ensure they are tidy at the end of the day.
- Provide quality teaching and learning opportunities that are appropriate for the full range of children’s abilities.
- Give quality feedback to children about their learning.
- Be committed and able to work within an inclusive setting
- Provide professional leadership and direction and act as a good role model
- Work in partnership with others so that each child is given the best opportunity to achieve
- Prepare displays, prepare assemblies, organise and lead parents meetings as appropriate.
- Manage and organise non-teaching staff as appropriate.
- Establish a partnership with parents involving them in their child’s learning through regular communication.
- Be responsible for creating a stimulating environment in which students reach their full potential.
- Be responsible for writing Annual reports on the students assigned to you.
- Work effectively and co-operatively within a multi-disciplinary team.

- Keep abreast of current good practice through reading, attending courses, evaluating materials, resources and ideas and visiting schools.
- Be committed to their own professional development and the development needs of the school.

Pastoral

- To be a class teacher to a group of pupils.
- To promote the general progress and well being of individual pupils and to the class as a whole.
- To accompany pupils to assemblies, encourage their full attendance at school and their participation in other aspects of school life.
- To evaluate and monitor the progress of pupils and keep up to date pupil records as may be required.
- To contribute to the preparation of Action Plans, progress files and other reports.
- To be aware of Child Protection issues and alert appropriate staff to problems experienced by pupils.
- To communicate, as appropriate, with the parents/carers of pupils and with external agencies concerned with the welfare of individual pupils, after consultation with appropriate staff.
- To take part in Open Evenings, Parents' Evenings, Review Days etc.
- To contribute to PSHCE and citizenship according to school policy.
- To apply the behaviour management systems so that effective learning can take place.
- To lead assemblies occasionally.

Staff Development

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Performance Management Review process.
- To participate in a programme of development training in accordance with current school policies.

Resources

- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist in identifying resource needs.
- To co-operate with other staff to ensure a sharing and effective use of resources
- Contributing to the maintenance of a caring and stimulating environment for pupils.

SUPPORT FOR THE SCHOOL

- To work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties they come into contact, such as members of the public, in premises or sites controlled by the school.
- To have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority.
- To ensure that when working with computerised systems you are completely aware of your responsibilities at all times under the Data Protection Act 2018 for the security, accuracy, and significance of personal data held on such systems.
- To be aware of confidential issues linked to home/pupil/teacher/school/work and to keep confidences as appropriate and in line with Data Protection legislation
- Contribute to the overall ethos/work/aims of the school
- Participate in training, meetings and other learning activities and performance development as required
- Accompany staff and pupils on visits, trips and out of school activities as required and take responsibility for a group
- Commitment and contribution to improving standards for pupils as appropriate
- Acknowledging Customer Care and Quality initiatives

EQUALITIES

To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

SPECIAL CONDITIONS OF SERVICE

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post, they will be required to complete an Enhanced DBS disclosure.



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Person Specification

Designation: Main Scale Teacher

Grade: MPG

Reports to: Headteacher and Deputy Headteacher

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post. Those categories marked 'S' will be used especially for the purposes of shortlisting. Only those applicants who meet these requirements will be shortlisted. You should therefore address these fully in your application form.

If you are a disabled person and are unable to meet some of the job requirements specifically because of your disability, please address this in your application form. If you meet all the other criteria you will be shortlisted and will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

CRITERIA		S
Qualifications	1. Qualified Teacher Status.	
	2. Evidence of continued professional development.	
	3. Primary training.	
Experience	1. Recent and successful teaching across the age and ability range.	
	2. Experience of monitoring, target setting and review, to improve the quality of teaching and monitoring pupil performance.	
Knowledge	1. Knowledge of the characteristics of high quality teaching and learning, and the willingness to adopt new strategies for improving and sustaining high standards of teaching, learning and achievement for all pupils.	
	2. Knowledge and appreciation of developments and benchmarks affecting all aspects of the curriculum, management and organisation and an ability to interpret these at school level.	
	3. Ability to identify and respond to key issues affecting children's performance and progress.	
	4. Good understanding of issues associated with Inner City schools and commitment to promoting equality of opportunity in all aspects of school life.	
	5. Good interpersonal and management skills inspiring, motivating and leading by example standards of excellence in primary practice.	
	6. Knowledge of positive staff management and development techniques.	
	7. Excellent communication skills both orally and writing and the ability to communicate information for a variety of purposes to a variety of audiences.	
	8. Ability to promote the ethos of the school and to celebrate the school's linguistic and cultural diversity.	
	9. Good ICT skills and the ability to use these skills for management and administrative purposes.	
	10. Ability to improve standards by innovation and active means	
Skills & Abilities	1. Aptitude to work as part of a team whilst being self-motivated and action-orientated.	
	2. A capacity for hard work sometimes beyond the constraints of the school day.	
	3. Commitment, enthusiasm and energy for the job.	

This post is exempt from the Rehabilitation of Offenders Act 1974. The successful applicant will be subject to an enhanced DBS.