



FCJ PRIMARY SCHOOL

Teacher (Parental Leave Cover)

Job Description/Person Specification

Job Title: Primary Teacher – KS2

Reports to: Deputy Head - Primary Grade:

MPS Hours: Full time

Start date: June 2025

The Governing Body of FCJ School requires all teachers:

- to carry out the main professional duties of a teacher under the reasonable direction of the Headteacher of the school.
- to perform such duties as from time to time may be reasonably assigned to them by the Headteacher.
- to plan, develop and deliver high quality lessons within the broad, balanced, relevant, and differentiated curriculum using a variety of approaches, to continually enhance teaching and learning.
- to monitor pupil progress, keeping pupil records that include assessment outcomes and targets set at regular intervals in line with school policy, to enable all pupils to achieve their full potential.
- contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to Child Protection Procedures.
- to maintain and build upon the standards achieved as set out in the Teachers' Standards.
- to use Planning, Preparation and Assessment (PPA) time effectively for these purposes.

Teaching and Learning:

1. Manage pupil learning through effective teaching in accordance with school policies.
2. Teach a broad-based curriculum to the assigned class or classes to facilitate the acquisition of knowledge/skills and to promote enjoyment in learning.
3. Ensure continuity, progression, and cohesiveness in all teaching.
4. Use a variety of methods and approaches (including differentiation) to match curricular objectives in subject areas and pupil needs and ensure equal opportunity for all pupils.
5. Support individual learning by planning work with appropriate challenge and monitoring and reviewing pupil outcomes regularly.

6. Be responsible for a designated classroom/teaching area and supervise associated resources.
7. Direct the use of any support staff or class helpers to benefit from their specialist knowledge and to maximise their effectiveness within lessons.
8. Use a variety of differentiated teaching methods which incorporate effective questioning and response, whole class, small group, and individual teaching.
9. Plan and provide structured learning opportunities, which engage pupils' interest, and which take account their needs.
10. Use the allocated PPA time to plan effective lessons which have clear learning aims, objectives and learning outcomes, and lesson content and appropriately structured subject matter that matches the needs of the pupils. Lesson time and resources should be used effectively.
11. Have high expectations of the pupils' behaviour, academic and social abilities, and set clear targets that are both realistic, measurable and which build upon prior knowledge or attainment.
12. Establish and maintain a high standard of discipline through the use of praise, rewards, and sanctions, and thereby create an environment in which pupils feel safe, secure, and confident.
13. Employ homework regularly (in accordance with the School Homework Policy) to consolidate and extend learning and encourage pupils to take responsibility for their own learning.
14. Contribute to the identification of pupils with special educational needs, seeking the appropriate specialist support and advice, to give positive and targeted support.
15. Implement and keep records on Individual Learning Plans (Pupil Passports).

Monitoring, Assessment, Recording, Reporting:

1. Be immediately responsible for the processes of assessment, recording and reporting for the pupils in their charge.
2. Be familiar with school assessment and reporting procedures, and prepare and present informative, helpful, and accurate reports to parents.
3. Make effective use of data to monitor and evaluate pupil progress across the curriculum and to inform teaching and learning planning.
4. Write high quality and informative annual reports to parents/carers and direct support staff in the collation process.
5. Discuss pupils' progress and welfare with parents/carers - both formally, e.g., at parent's evenings and informally at other times.

6. Assess pupils' work systematically and use the results to inform future planning, teaching and curricular development, giving pupils both oral and written feedback in line with school policy.

Curricular Knowledge and Understanding:

1. Have a thorough and up-to-date knowledge and understanding of the Jersey National Curriculum programmes of study, descriptors, and specifications for all relevant areas of the Curriculum.
2. Have a good knowledge of any other statutory requirements related to the pupils' education or welfare.
3. Keep up to date with research and developments in pedagogy and curriculum content.
4. Support the ongoing developments in English, Maths, Computing, and other SIP targets.

Professional Standards and Development:

1. Attend and participate in open evenings and pupils' performances.
2. Understand professional responsibilities in relation to school policies and practices and in so doing to actively support and reinforce those policies, e.g. counter-bullying, homework, etc.
3. Set a good example, not only to the pupils they teach, but also to all other pupils in the school, in their appearance and their personal conduct.
4. Critically evaluate resources and teaching, using this knowledge to improve the quality of teaching and learning.
5. Establish effective working relationships with other professional colleagues, not only those within the school, but also those from outside agencies concerned with pupils' education and welfare, e.g. educational psychologists.
6. Assist in the development of the School Curriculum in line with the School's Improvement Plan.
7. Assist in the maintenance of good discipline in and around the school.
8. Cover for absent colleagues as is reasonable and in line with present regulations.
9. Attend meetings within the constraints of directed time and contribute to the development of programmes of study, and any other relevant aspects of the life of the school.

Health and Safety:

1. Undergo Basic First Aid and Child Protection training and update courses annually (as required)

2. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
3. Co-operate with the employer on all issues to do with Health, Safety & Welfare.
4. Produce adequate risk assessments when necessary.

Continuing Professional Development – Personal:

1. In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments in teaching pedagogy and changes in the School Curriculum, which may lead to improvements in teaching and learning.
2. Undertake any necessary professional development as identified in the School Development Plan, taking full advantage of any relevant training and development available.
3. Implement and develop pedagogic procedures introduced through school, or community initiatives.
4. Implement the use of new technologies that enhance teaching and learning.
5. Participate in leadership, peer and self-monitoring and evaluation schemes, responding to, and acting upon, advice and guidance received.
6. Carry out reflective practice exercises to move classroom practice, teaching and learning, forward.

Liaising with Others:

1. Consider carefully issues of confidentiality when dealing with pupils, teachers, parents, and outside agencies.
2. Inform appropriate learning and behaviour managers about social or behavioural issues related to pupils.
3. Contact parents, if appropriate, after proper consultation with Co-ordinators or the Headteacher.
4. Be able to liaise with agencies responsible for pupils' welfare providing the appropriate accurate information.
5. Keep up to date with Child Protection Procedures and notify the 'named person' of any concerns.

General Tasks:

1. Set a prompt and structured start to the morning and afternoon sessions.
2. Ensure that the classroom is left tidy at the end of each lesson and to report damage promptly.

3. Participate in and deliver assemblies, as required.
4. Attend the relevant assemblies as requested by the Headteacher - unless withdrawing on the grounds of conscience or religion.
5. Participate in the formulation and execution of school policies.
6. Organise class participation in School events.

Administration: (Registration, Absences, Lateness):

1. Mark the register fully and accurately. Unexplained absences or patterns of absence should be reported immediately.
2. Collect absence letters and pass these on to the appropriate staff member for recording and filing.
3. Contribute to the monitoring of the pupils' attendance/absence and lateness records.

Additional Duties:

There may be times when the post holder is required to undertake additional tasks, duties and responsibilities within their capabilities.

Every effort has been made to explain the main duties and responsibilities of the post, but each individual task required may not be identified. Staff will be expected to comply with any reasonable request from Senior Management to undertake work of a similar level that is not specified in this job description.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.