

Job Title	Teacher	Division	Dingle Community Primary School		
Closing Date	15/06/2025	Salary	MPS – M1 – M6		
Shortlisting	16/06/2025	Interviews	23/06/2025	Start Date	September 2025
Reports To	Headteacher				

## Purpose of the Job

### Specific Accountabilities

All teachers are required to carry out the duties of a school teacher as set out in the current School Teachers Pay and Conditions Document. Teachers should also have due regard to the Teacher Standards (2013). Teachers' performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in the school.

A teacher employed at Dingle Community Primary School shall perform in accordance with any directions which may reasonably be given to them by the Headteacher, from time to time, where it is necessary to assign particular duties not specifically mentioned in this job description.

### Practical skills

- Ability to maintain consistently high standards of teaching and learning, even when under pressure.
- Ability to respond positively to and engage with lesson observations and constructive feedback.
- Good up to date working knowledge of delivering and assessing the new National Curriculum with experience in EYFS, KS1 or KS2.
- Well organised and able to take initiative.
- Good team player with potential to lead a subject.
- Resilient and determined to constantly improve.
- Ability to keep to deadlines.
- Ability to manage own workload.

### Personal qualities and attributes

- Caring, compassionate and supportive of children's pastoral needs.
- Eager to evaluate and improve own and others practice to ensure best outcomes for learners.
- Hardworking and efficient, willing to devote time and energy to ensure the best outcomes for pupils and in order to ensure all duties are completed in a timely manner.
- A good team member who is willing to learn from others and support others in equal measure.
- A very positive role model for children.
- Able to foster genuinely supportive relationships with parents/carers.
- Able to inspire and motivate children, securing high standards of behaviour and achievement.

### Teaching

- Have regard to the curriculum of the school, promoting the development of abilities and aptitudes of the pupils.
- To plan and prepare engaging lessons.

- Teaching the children according to their educational needs, including the setting and marking of work in school and for home learning.
- To assess, record and report on the development, progress and attainment of pupils in accordance with school policy and practice.

#### **Other related duties**

To promote the general progress and well-being of individual pupils.

- To provide guidance and advice to children on educational and social matters, making relevant records and reports and make records of and reports on the personal and social needs of pupils.
- To communicate and co-operate with persons or bodies outside school where necessary.
- To communicate and consult with the parents/carers.
- To participate in meetings arranged for any of the purposes related to teaching and learning or the welfare of children.

#### **Assessments and reports**

- To provide or contribute to oral and written assessments, reports and references relating to individual children and groups of children.

#### **Appraisal**

- To participate in arrangements in accordance with the school Appraisal policy.

#### **Review, induction, further training and development**

- To review from time to time methods of teaching and programmes of work.
- To participate in further training and professional development as a teacher, including undertaking training and professional development which aim to meet the needs identified in Appraisal objectives.
- In the case of a teacher serving an induction period, pursuant to the Induction Regulations, to participate in arrangements for supervision and training.
- To advise and co-operate with the Headteacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

#### **Discipline, health & safety and Safeguarding**

- To maintain good order and discipline among the pupils and safeguarding their health, safety and well-being both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- To follow the safeguarding policy and procedures of the school at all times and participate in relevant training.

#### **Staff Meetings**

- To participate in meetings at school which relate to the curriculum, administration or organisation of the school, including pastoral arrangements.

#### **Public examinations**

- To participate in arrangements for preparing pupils for public examinations, in assessing children for the purposes of such examinations and recording and reporting such assessments and participating in arrangements for children's preparation for, and conducting, such examinations.

#### **Time**

- You should be available to perform such duties at such times and such places as may be specified by the Headteacher for 1265 hours in any school year.
- You shall, in addition to the 1265 hours, work such reasonable additional hours as may be needed to enable you to discharge your duties.
- 10% of the teaching time shall be used for planning, preparation and assessment.

**In addition, you have the responsibility to:**

- Uphold the school mission statement and values at all times.
- Contribute to the overall development of the school by playing a role in the development, implementation of and review of the School Development Plan.
- Be aware of relationships within and external to the school, recognising the importance of good relationships, as professionals, with everyone associated with the school - pupils, staff (teaching and non-teaching), parents/carers, visitors and governors
- Have responsibility for a subject within the curriculum in the role of Subject Leader.

**Key Accountabilities**

- To be accountable for and promote equality, diversity and community cohesion to meet Council, Directorate and Service objectives. All employees have a responsibility not only for their own behaviour, but also for others regarding equality of opportunity. Any incident must be reported.
- To participate in an Appraisal Review and Development meeting and undertake a plan of training where necessary. Develop own skills and expertise in a professional manner.
- In addition to all the responsibilities listed above, all employees must be flexible in their approach and undertake other duties that are commensurate with post holder's level, wherever they may be, to achieve the objectives of the Directorate.
- To represent the Council and Directorate in a professional manner meeting the Corporate and Directorate aims. To comply with Directorate and Corporate policies. To comply with the council's financial regulation and standing orders.
- To actively promote Dudley's commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults at a level appropriate to this group.
- Employees must comply with health and safety legislation and will be required to comply with the Council's Health and Safety Policies. All employees must ensure that they take reasonable care of their own health and safety as well as the health and safety of any person that is affected by their actions.
- To be responsible for adhering to legislative requirements and Council Policies and Procedures including, but not exclusively health & safety, Data Protection and Internet/Email use.

Special Conditions

This post is subject to Enhanced DBS checking process

Car Allowance

N/A

Prepared By

Mrs Lisa Hall

June 2025

Dingle Community Primary School is committed to safeguarding and promoting the welfare of children. Safe recruitment of staff is central to this commitment. We will ensure that our recruitment policies and practices are robust, and that our selection procedures prevent unsuitable people from gaining access to children and young people.

It should be noted when applying for a post at Dingle Community Primary School that we follow the updated Keeping Children Safe in Education guidance that states, "As part of the shortlisting process schools and colleges should consider carrying out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school or college might want to explore with the applicant at interview."

## Criteria (Essential)

## Assessment By

Application Interview Test

✓

✓

✓

<b>Experience</b>			
Ability to demonstrate consistently high standards of teaching and learning	✓	✓	
Ability to demonstrate consistently high standards of care and support for children	✓	✓	

<b>Qualifications/Training</b>			
Qualified Teacher Status	✓	✓	
Appropriate Degree	✓	✓	

<b>Knowledge, Skills and Experience</b>			
Up to date knowledge of relevant legislation and guidance in relation to working with and the protection of children and young people	✓	✓	
Displays commitment to the protection of children and young people.		✓	

<b>Personal Qualities and Attributes</b>			
A knowledge of Equality & Diversity issues	✓	✓	
Passionate about Learning and Teaching		✓	
Displays warmth, care and sensitivity in dealing with children		✓	
Open minded, self-evaluative and adaptable to changing circumstances and new ideas		✓	
Able to enthuse and reflect upon experience		✓	
Willingness to be involved in the wider life of the school	✓	✓	
Ability to prioritise	✓	✓	
Good interpersonal/communication skills	✓	✓	
When all the above fail, to maintain good sense of humour, a willingness to learn and the will to continue to strive for excellence	✓	✓	