

APEX PRIMARY SCHOOL

JOB DESCRIPTION

JOB TITLE	REPORTING TO	RESPONSIBLE FOR
Teacher	KS phase Leader / Head Teacher	Class Assistant / Volunteer (if applicable)

WORKING HOURS	SALARY SCALE
	Dependent on Qualifications & Experience

MAIN OBJECTIVE
To ensure a rich and stimulating learning environment and instruct students within the developed curriculum encompassed in an Islamic atmosphere To promote the school ethos and embed the values in all aspects of teaching and learning

RESPONSIBILITIES/DUTIES
<p>GENERAL DUTIES</p> <ul style="list-style-type: none">• Teach classes according to the curriculum guidelines and in line with the schools ethos• Work in conjunction with colleagues to ensure an interdisciplinary approach to learning• Maintain high quality learning in all curriculum subject areas• Maintain daily, general cleanliness, hygiene and order of classroom• Prepare and maintain attractive presentation & displays of students work in classroom• Participate in supervision of lunchtime and playtime as per school rotas• Assist children safely to toilet & washing (depending on age and ability)• Carry out daily classroom duties• Adhere to all school policies and protocols• Maintain school and class administration• Safeguard & maintain an inventory of all resources allocated• To communicate all necessary information effectively to relevant members of staff• Attend regular and other school meetings• Subject/responsibility leadership <p>PLANNING & PREPARATION</p> <ul style="list-style-type: none">• Prepare termly and weekly plans for the year group• Lesson planning prepared 2 weeks in advance• Plan & conduct assemblies as per school rota• Prepare students for the relevant SATS exams• Prepare learning strategies according to the curriculum in place• Order resources ½ term in advance or purchase them with prior consent from HT• Organize a range of school trips / school visitors every half – term <p>ASSESSMENTS & REPORTS</p> <ul style="list-style-type: none">• Set and mark class/homework, keep student files updated and maintain notes on student progress• Maintain on-going assessment record for each pupil and carry out formal termly assessments• Write students progress reports as required per School Schedule• Participate in scheduled Parents and school information evenings <p>TRAINING & PROFESSIONAL DEVELOPMENT</p> <ul style="list-style-type: none">• Undertake regular training and update practice and methodology• Attend the minimum number of training days required as per contract• Attend external training courses when arranged <p>SUPPORTIVE ACTIVITIES</p> <ul style="list-style-type: none">• Provide cover as and when required by line manager• Undertake any other reasonable requests made by the head teacher• Organise school parties, events and other school functions according to the schools schedule• Participate in the annual fundraising event,• Participate and assist in organising scheduled school presentations <p>ETHICAL RESPONSIBILITIES</p> <ul style="list-style-type: none">• Maintain safety of all students at all times within the school environment, report and remove any risks• Need to follow Apex Primary School - Teachers Code of Conduct• Need to refer to the staff handbook, read and implement School policies & procedures• Need to follow schools Complaints and Grievance procedure• Cooperate with and notify management in regards the behaviour or conduct of any child, parent or staff member that may be cause for concern and to safeguard the reputation of the school

PERSON SPECIFICATION

JOB TITLE
Class Teacher

QUALIFICATIONS	
Essential	Desirable
<ul style="list-style-type: none">GCSE qualifications in English and Maths grade C or aboveRelevant degree	<ul style="list-style-type: none">Qualified Teacher Status/ Teaching qualificationFirst Aid qualifications

EXPERIENCE	
Essential	Desirable
<ul style="list-style-type: none">Experience of teaching at a primary school	<ul style="list-style-type: none">Experience of teaching at an Islamic schoolSpecial Needs/Child Protection Experience

SKILLS	
Essential	Desirable
<ul style="list-style-type: none">Ability to provide dynamic, motivational, learner centred, interdisciplinary classroom activitiesHigh standard of communication, teaching, presentation skills and experienced in using interactive whiteboardsIT literacy skillsStrong time management skills and punctuality.Ability to maintain appropriate standard of discipline in classroomAbility to respond positively to constructive criticism and make appropriate changes.Ability to show initiative and contribute new ideasAbility to self brief in areas of curriculum and new educational developmentsAbility to set a high standard of leadership in the classroomAbility to teach and manage up to 30 children in a classroom	<ul style="list-style-type: none">Ability to lead and/or facilitate in-house trainingAble to take responsibility and develop areas within the School

KNOWLEDGE	
Essential	Desirable
<ul style="list-style-type: none">Understanding and practice of Islam and the workings of an Islamic schoolKnowledge pertaining to the given subjects and age groups to be taughtUnderstanding of school policies and the impact they have on students and schoolKnowledge of mixed ability teaching and learningKnowledge of a variety of teaching and assessment strategies, and ability to use appropriately	<ul style="list-style-type: none">Understands the Islamic role and responsibilities of a teacher

PHYSICAL FITNESS	
Essential	Desirable
<ul style="list-style-type: none">Physically able to teach/coach/supervise extra curricular activities	

OTHER ATTRIBUTES	
Essential	Desirable
<ul style="list-style-type: none">Strong commitment to IslamStrong commitment to the ethos of Apex Primary schoolCommitted to continuing professional and personal developmentCommitted to supporting the school and promoting it to students, parents, colleagues and others	<ul style="list-style-type: none">EnthusiasticWork well as part of a teamSense of humour!