Hollinswood Primary School and Nursery

Dale Acre Way, Hollinswood, Telford, TF3 2EP
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JOB DESCRIPTION

DATE January 2027

JOB TITLE Primary School Main Scale Class Teacher – Full Time **(Temporary for two terms)**

1. TERMS AND CONDITIONS OF EMPLOYMENT

1.1 The post is subject to the following terms and conditions:

- The terms and conditions set out in the Teachers Pay and Conditions Act 2000 and any orders made under it or any subsequent changes in the same or addition therein.
- The other terms and conditions set out on the various national collective agreements in force from time to time.
- The Local Authorities Rules and Conditions including any local agreement entered into with recognised Trade Unions.
- The schools' Instruments and Articles of Government as appropriate.
- Details as laid out in the contract of employment issued on behalf of the Governing Body.
- The other conditions set out in the job description, agreed Aspects of Appraisal relating to targets and criteria for successful development.

2. DESCRIPTION OF TEACHING POST

2.1 An enthusiastic teacher with an interest in the development of studies throughout the school, including the consolidation of the National Curriculum and or EYFS. To initiate and support school based activities to include staff meetings, individual staff support, year group planning/evaluation, cross phase liaison, attendance on courses, professional development days and school development planning.

3. GENERIC ROLE DESCRIPTION

3.1 The post requires the teacher to teach a class in the Primary age range.

3.2 The teacher will be expected to:

- Teach the subjects appropriate to phase.
- Endorse and to support the aims and philosophy of the school.
- Have a positive attitude towards the children and their work and to encourage the same attributes in others.
- Foster positive relationships with colleagues and to encourage a supportive staff.

- Be responsible to the Headteacher for the co-ordination of the studies within school.
- Liaise with other school staff and curriculum co-ordinators.
- Be responsible for implementation and evaluation of current and future practices relating to curriculum development, organisation, administration, and budgetary implications in consultation with the Head teacher and staff and to monitor the application of agreed practices.
- Attend liaison meetings with local schools where deemed necessary following consultation with the Headteacher.
- Promote parental interest and understanding.
- Keep Governors up to date on progress with Primary studies.
- Participate in established school based rotas for post holders curriculum areas.
- Control, evaluate and requisition books, materials, equipment and resources for their curriculum areas.
- The appointee will also be responsible for establishing and then monitoring progress of class based and centrally based resources.
- To assess the progress of each child in their class through accurate record keeping to monitor each individuals progress in relation to the National Curriculum and or EYFS.
- It is expected that the teacher will maintain an organised and stimulating learning environment.
- Display commitment to the protection and safeguarding of children and young people

4. SPECIFIC PERSONAL RESPONSIBILITIES/TARGETS

- The responsibilities/targets will relate to the generic role description, performance review and the issues as identified by the Headteacher as being a priority in the establishment, development and management of the school.
- Implement the major developments as detailed in the relevant sections of the School Development Plan/Raising Achievement Plan.
- To lead and support the development of agreed subject and/or areas of teaching and learning across the school when appropriate/required.

5. ACCOUNTABILITY

5.1 Specific accountabilities follow from sections 3 and 4.

6. PENSIONS

6.1 The post holder will have three options to consider with regard to pension arrangements to this post:

- Teacher Super Annuation Scheme under the provision of the Teachers Super Annuation Regulations.
- A Private Pension Scheme.
- State Earnings Related Pension Scheme.

6.2 Unless given notification to the contrary it will be assumed that you will contribute to the Teachers Scheme.

7. DIRECTED TIME 1265 HOURS

7.1 Teaching time for 195 days, including Professional Development Days, 1040 hours. 58 hours planning meetings, 10 hours Parents Consultations, 58 hours co-ordinators meetings, 10 hours engagements with parents and 30 hours appraisal and staff development.

8. REVIEW

8.1 To be reviewed at the end of each year and amendments could be made after consultation with Headteacher.