

## **Isle of Anglesey County Council Job Description**

**Job Title:** Teacher – Foundation Phase and Key Stage 2

**Department:** Learning

**Section:** Ysgol Cemaes

**Salary Scale:** Teachers' Pay Scale

### **Position in the Establishment**

**Accountable to:**

The Headteacher

**Responsible for:**

**Staff:** None

**Finance:** None

**Other:** None

**Purpose of the Post:** To teach Foundation Phase

*Teachers' professional responsibilities and duties are included in Section 12 of the annual School Teachers' Pay and Conditions of Employment Document.*

### **Key Tasks/Main Responsibilities:**

- In each case having regard to the curriculum for the school, and with a view to promoting the development of the abilities and aptitudes of the pupils in any class or group assigned.
- Planning and preparing courses and lessons.
- Teaching, according to their educational needs, the pupils assigned, including the setting and marking of work to be carried out by the pupil in school and elsewhere.
- Assessing, recording and reporting on the development, progress and attainment of pupils.
- Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned.
- Providing guidance and advice to pupils on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports; making records of and reports on the personal and social needs of pupils.
- Communicating and consulting with the parents of pupils.
- Communicating and co-operating with persons or bodies outside the school; and participating in meetings arranged for any of the purposes described above.
- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

- Advising and co-operating with the head teacher and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.
- Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- Participating in meetings at the school, which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.
- Participating in arrangements for preparing pupils for external examinations, assessing pupils for the purposes of such examinations and recording and reporting such assessments; and participating in arrangements for pupils presentation for, and conducting, such examinations.
- Participating in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for the teachers in the school; and attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.
- To comply with the local authority's Corporate Safeguarding Policy and the safeguarding duties and responsibilities which that policy places on every employee, aligning with the core values of the Authority which includes supporting children, adults who may be at risk and their families to keep them safe and healthy.

### **Work arrangements**

**Working week:** 0.5 of the time (See School Teachers' Terms and Conditions Document)

**Location:** Ysgol Cemaes

**Bilingual Requirement (Welsh & English):**  
ESSENTIAL

Welsh Language Skills (Please see the skills framework attached)						
Listening and Speaking (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
Reading (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
Speaking (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
Writing (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
English Language Skills (Please see the skills framework attached)						
Listening and Speaking (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
Reading (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
Speaking (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
Writing (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>

**Flexibility:**

Please note that specific duties and responsibilities in some cases are hard to analyse in detail and can change from time to time without changing the general character of the responsibilities or the level of responsibilities.

**Review:**

This job description was published in March 2010 and is reviewed as necessary.

**Person Specification**

**Job title:** Teacher – Foundation Phase and Key Stage 2

**Date:** March 2010

**Section 1: Education & Training**

The minimum education, qualifications and/or training required for effective performance.

**Essential:**

Degree level qualification

Professional Teaching Qualification (e.g. PGCE)

**Desirable:**

## **Section 2: Experience**

The range and level of experience of the duties, tasks and responsibilities within the job description and relevant related activities.

**Essential:**

**Desirable:**

Experience of teaching Foundation Phase

## **Section 3: Key Qualities**

Job specific knowledge and skills critical for effective performance in post.

**Essential:**

Up to date knowledge of the curriculum

Up to date Information Technology Skills

Exceptional communication skills, orally and in writing in Welsh and English

**Desirable:**

## **Section 4: Personal Attributes**

Personal values and characteristics which should be demonstrated.

**Essential:**

**Desirable:**

Willingness to play a part in all aspects of the school's activities would be beneficial.

## **Section 5: Personal Circumstances**

Requirements which, if not met, could place constraints on effective performance.

## Language Skills – Workplace Assessment Levels

### (i) Listening

0	No skills
1	Able to understand basic enquiries in Welsh /English
2	Able to understand a basic social conversation in Welsh / English
3	Able to follow routine conversations involving work between fluent Welsh / English speakers
4	Able to follow the majority of conversations involving work including group discussions
5	Able to understand all conversations involving work

### (ii) Reading

0	No skills
1	Able to read basic words and phrases, e.g. signs or short and simple notes
2	Able to read basic material involving work (slowly)
3	Able to read routine material with a dictionary
4	Able to read the majority of material in own area
5	Able to understand all material involving work

### (iii) Speaking

0	No skills
1	Able to conduct a general conversation [greetings, names, saying, placenames]
2	Able to answer simple enquiries involving work
3	Able to converse with someone else, with some hesitancy, regarding routine work issues
4	Able to speak the language in the majority of situations using some Welsh / English words
5	Fluent – able to conduct a conversation and answer questions, for an extended period of time where necessary

### (iv) Writing

0	No skills
1	Able to write basic messages
2	Able to answer simple correspondence with assistance
3	Able to draft routine text, with editing assistance
4	Able to prepare the majority of written material related to the area, with some assistance in terms of revision
5	Skilled – able to complete written work without the need for revision