

Perth & Kinross Council

Job Profile

Job Title	Supply Primary Teacher
Service	Education & Children's Services
Grade	Main Grade Teacher
Location	Various
Reports to	Head Teacher

Job Purpose

Subject to the policies of the school and the education authority the duties of teachers, promoted and unpromoted, are to perform such tasks as the Head Teacher will direct having reasonable regard to overall teacher workload related to the main accountabilities listed below:

Main Accountabilities as primary Teacher

- Teaching assigned classes together with associated preparation and correction
- Developing the school curriculum
- Assessing, recording and reporting on the work of pupils
- Providing advice and guidance to pupils on issues related to their education
- Promoting and safeguarding the health, welfare and safety of pupils
- Working in partnership with parents, support staff and other professionals
- Undertaking appropriate and agreed continuing professional development
- Participating in issues related to school planning, raising achievement and individual review
- Contributing towards good order and the wider needs of the school

Job Specific Requirements

There is an expectation that shortlisted applicants will meet the requirements below

Knowledge & Experience
<p>You must :-</p> <ul style="list-style-type: none">• Have, or be eligible for, full GTC Scotland registration.• Have a Diploma/Degree in Primary Education.• Have experience of learning and teaching.• Have experience of preparing and delivering differentiated work.• Be able to demonstrate knowledge of relevant current curriculum developments including a Curriculum for Excellence, Assessment is for Learning and their bearing on classroom practice 3-18.• Be able to use ICT in relation to learning, teaching and classroom management.• Be able to apply a variety of teaching strategies in order to meet the needs of all learners.• Have knowledge and experience of the application of positive behaviour management strategies.
Customer Care
<ul style="list-style-type: none">• You must be able to develop and maintain appropriate relationships with pupils, staff and parents.
Health & Safety
<p>You must :-</p> <ul style="list-style-type: none">• Be able to cope with the demands of the job and attend on a regular basis.• Have an awareness of Health and Safety Issues as they affect you and others comply with all relevant Health and Safety legislation.
Equality & Dignity at Work
<p>You must:-</p> <ul style="list-style-type: none">• Be able to treat pupils, colleagues, parents and the community in accordance with the Council's policies on equalities and dignity at work.• Be able to demonstrate commitment to the policy and practice of Inclusion.
Communications
<p>You must :-</p> <ul style="list-style-type: none">• Be able to communicate and liaise effectively and sensitively with staff, parents, pupils and the wider community.• Have effective oral and written communication skills.
Flexibility
<ul style="list-style-type: none">• You must be committed to being involved in the life and work of the whole school community.
Achievement of Results
<p>You must:-</p>

- Be able to track and analyse pupil attainment.
- Be able to plan for improvement of attainment.

Quality

You must :-

- Be able to contribute to school self evaluation, planning and development.
- Have evidence of a commitment to raising standards and promoting effective learning and teaching.
- Have a commitment to continuing professional development.

Team Working

- You must be able to demonstrate effective participation in a team situation, whether as member or leader.

Decision Making & Problem Solving

- You must be able to work both under own initiative and as a member of a team



Report on an applicant for a Teaching Post

THIS FORM IS AN OPEN REFERENCE

Perth & Kinross Council is committed to a policy of openness and accountability. If you are employed within this Authority then candidates will have the right to have sight of the completed reference and of any supplementary material submitted. Other Authorities should note that this reference will be shown to members of the selection panel.

Post applied for: _____

Establishment: _____

Applicant's Name: _____

Present Post: _____

Period covered by reference: _____

When completed, this reference should relate to The Standard for Full Registration GTC Scotland document.

Professional Skills and Abilities

- | | |
|---|--|
| <ul style="list-style-type: none">• Teaching and Learning• Working cooperatively with other professionals and adults• Classroom Organisation and Management | <ul style="list-style-type: none">• Assessment of Pupils• Professional Reflection and Communication |
|---|--|

Evidence:

Professional Knowledge and Understanding

- Understanding of the Curriculum and the place of Literacy, Numeracy and Health and wellbeing
- Understanding of Education Systems and Professional Responsibilities
- Understanding of Principles and Perspectives

Evidence:

Professional Values and Personal Commitment

- | | |
|---|--|
| <ul style="list-style-type: none"> • Demonstrates a range of professional values • Takes responsibility for own professional development • Values, respects and is an active partner in the school and the wider community | <ul style="list-style-type: none"> • Self motivation and attitude to change • Ability to motivate and inspire others |
|---|--|

Evidence:

Name: _____

Signature: _____

Post
held: _____

Establishment:
nt: _____

Date: _____

- You are asked to complete a written reference when an applicant has been invited to interview.
- The applicant will advise you of the date of that interview.
- Please therefore return this completed reference, in hard copy format with your signature, to the applicant prior to that date so that it can be submitted at the interview.

Thank you in advance for your co-operation in this matter. If you have any queries, please contact:

**Recruitment
Perth & Kinross Council
Pullar House
35 Kinnoull Street
PERTH
PH1 5GD**

**Tel: 01738 475555
E-mail: recruitment@pkc.gov.uk**



Notes of Guidance

Report *on* Applicant *for a* Teaching Post

This reference relates to the sections within the GTC Standard for Full Registration document.

Each section in the reference covers the range of skills and abilities which a fully registered teacher is expected to evidence. You may wish to refer to them as you report on the applicant's suitability for this post.

Professional Skills and Abilities

- **Teaching and Learning**

- Plan coherent and progressive teaching programmes
- Match and evaluate learning activities in terms of pupils' needs, interests and abilities
- Use a range of teaching strategies and resources
- Interact productively with pupils, individually and collectively Communicate clearly making skilful use of a variety of media
- Work co-operatively with other professionals and adults
- Cope with difficult and sensitive situations

- **Classroom Organisation and Management**

- Organise and manage classes and resources to achieve safe, orderly and purposeful activity
- Seek and use the advice of colleagues when necessary
- Manage pupil behaviour
- Manage classroom incidents fairly, sensitively and consistently
- Adopt a problem solving approach
- Make sensible use of rewards and sanctions

- **Assessment of Pupils**

- Understand and apply the principles of assessment, recording and reporting
- Use the results of assessment to evaluate and improve own teaching, and the learning and attainment of the children

- **Professional Reflection and Communication**

- Learn from their experience and act to improve professional practice
- Engage in the process of curriculum development
- Engage in professional dialogue and communication
- Make use of relevant literature in their professional development

Professional Knowledge and Understanding

- **Understanding of the Curriculum**

- Detailed knowledge and understanding of relevant curriculum areas

- Sufficient knowledge and understanding to fulfill their responsibilities for literacy, numeracy, health and well-being
- Understanding of the nature of the curriculum and its development
- Ability to teach cross-curricular aspects
- **Understanding of Education Systems and Professional Responsibilities**
 - Broad, critical understanding of the principal features of the education system, educational policy and practice, and of their part in it
 - Have detailed working knowledge of their sector, of the school in which they teach, and of their professional responsibilities
- **Understanding of Principles and Perspectives**
 - Ability to articulate their own professional values and practices
 - Ability to relate own practice to current educational initiatives
 - Understanding of research-based knowledge related to learning and teaching

Professional Values and Personal Commitment

- Ability to take responsibility for own professional learning and development
 - Proven ability to demonstrate value and respect for in the community in which they work
 - Active partner in the school and wider community
 - Self motivation and attitude to change
 - Ability to motivate and inspire others
 - Honesty, integrity, tolerance, reliability
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