

**EAST LoTHIAN COUNCIL**  
**Job Outline**

<b>Post Title:</b>	ClassTeacher (Secondary)
<b>Service:</b>	Resources & People Services - Education
<b>Location:</b>	As advertised
<b>Immediate Supervisor:</b>	Relevant Principal Teacher

**Purpose of the Job**

Teaching relevant subject through S1-S6.

Subject to the policies of the school and the education authority the duties of teachers, promoted and un-promoted, are to perform such tasks as the Head Teacher shall direct having reasonable regard to overall teacher workload related to the following categories:

- Teaching assigned classes together with associated preparation and correction
- Developing the school curriculum
- Assessing, recording and reporting on the work of pupils
- Preparing pupils for examinations and assisting with their administration
- 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

**Employee Responsibility**

- None

**Essential Requirements for this Role**

**Education:**

- Educated to Degree Level in a relevant subject **and able** to demonstrate equivalent knowledge, skills and competencies gained through relevant experience.

**Disclosure Scotland:**

- This role requires **PVG clearance** for regulated work with children. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be **required prior to commencement**.

**General Teaching Council for Scotland**

- Registered as a Teacher

## PERSON SPECIFICATION

<b>Post Title:</b>	Class Teacher (Secondary)
<b>Service:</b>	Resources & People Services - Education
<b>Location:</b>	As advertised
<b>Immediate Supervisor:</b>	Principal Teacher

Attributes	Essential	Desirable
Education, Registration & Training	<ul style="list-style-type: none"> <li>• Educated to Degree Level in a relevant subject <b>and able</b> to demonstrate equivalent knowledge, skills and competencies gained through relevant experience.</li> <li>• This role requires <b>PVG clearance</b> for regulated work with children. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be <b>required prior to commencement</b>.</li> <li>• Registered as a Teacher with the General Teaching Council for Scotland.</li> </ul>	
Previous Experience (Paid & Voluntary Work)	<ul style="list-style-type: none"> <li>• Experience of teaching in relevant subject area</li> </ul>	
Knowledge/ Skills /Competencies	<ul style="list-style-type: none"> <li>• Awareness of current learning theory and its implications for teaching</li> <li>• Awareness of current curriculum principles and future proposed changes</li> </ul>	
Personal Qualities	<ul style="list-style-type: none"> <li>• Ability to demonstrate a high level of interpersonal skills</li> <li>• Ability to prioritise, organise and plan</li> <li>• Ability to demonstrate</li> </ul>	

	<p>commitment to personal development through recent attendance at appropriate training courses and/or evidence of recent professional development appropriate to development as a teacher</p> <ul style="list-style-type: none"><li>• Ability to make decisions in emergency situations</li><li>• Ability to prioritise competing work demands and manage personal stress levels</li><li>• Ability to relate to and form effective relationships with pupils, staff, parents and members of the wider community in order to create a purposeful working environment</li><li>• Ability to set high standards which challenge and inspire pupils to high achievement</li><li>• Ability to work successfully with others in a wide range of school matters sharing the responsibility for decision making</li><li>• Ability to demonstrate initiative.</li><li>• Ability to work as part of a team</li></ul>	
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