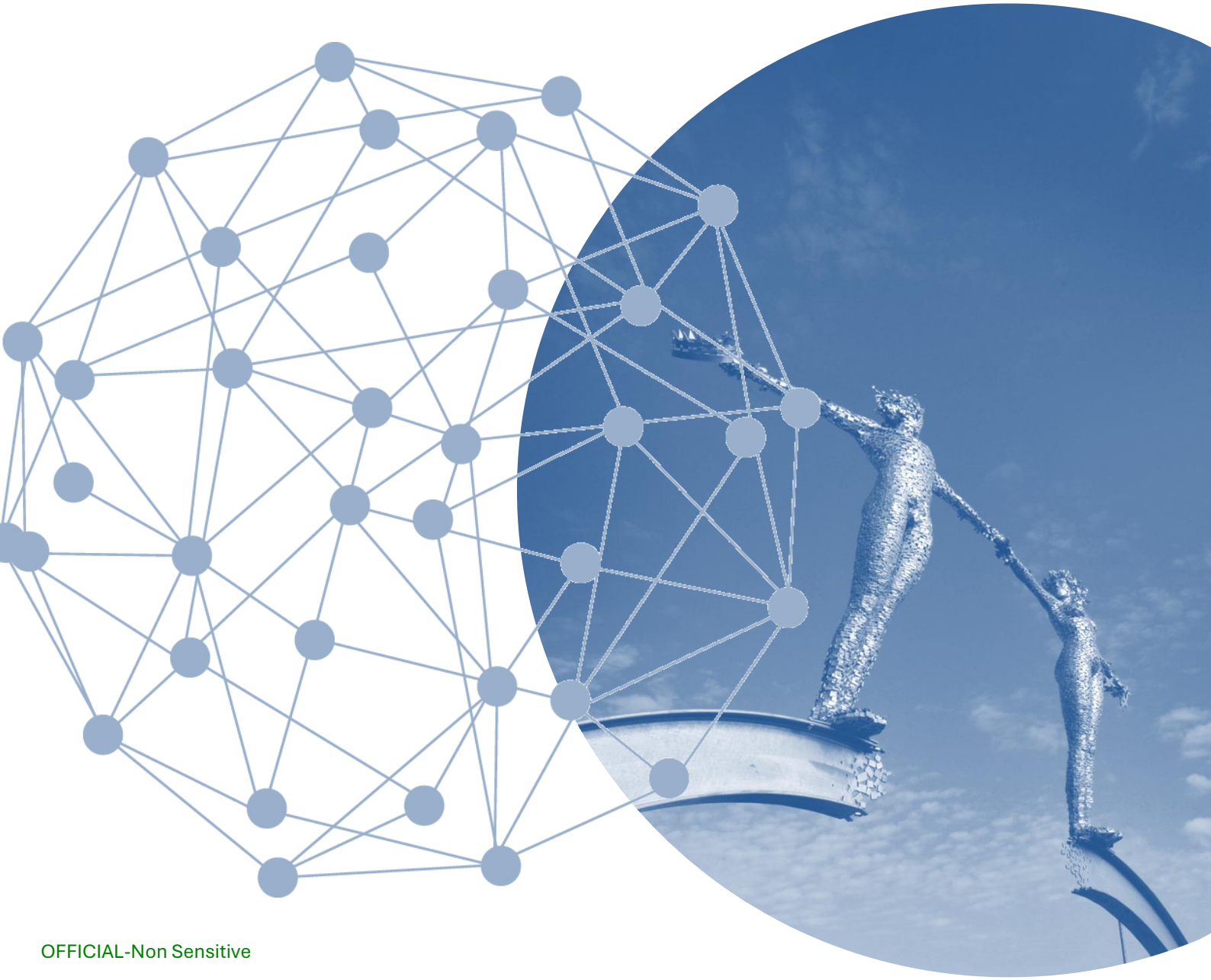
Clackmannanshire Council | Comhairle Siorrachd Chlach Mhanann
www.clacks.gov.uk

Class Teacher (Maternity Cover) – Park Primary School
£43,383 – £54,453 pro rata



Contents Page

[Recruitment Process and Key Dates]

[Job Profile]

Recruitment Process and Key Dates

Apply online at www.myjobscotland.gov.uk. Applications should be submitted online using the forms provided through the myjobscotland portal.

CVs will not be considered.

All applications must be received by 11.59pm on the closing date. Late applications will not be considered.

Your application form should contain sufficient information and evidence to demonstrate that you have the skills and experience required for the post.

KEY DATES

We would ask that you note the dates of the recruitment timetable and ensure you are available to meet the scheduled arrangements.

- Closing date: 22/11/2026
- Proposed interview date: w/c 30/11/2026

You will be notified by email at each stage of the process. Please ensure that you check your junk/spam as sometime emails from my job Scotland go into there.

We will advise all candidates of the outcome of the recruitment process as soon as possible.

If you are the successful candidate:

(a) You will be asked to submit a completed pre placement health questionnaire so that the necessary medical clearance can be obtained prior to commencement of employment.

(b) We require **two** references. Your reference will be written to after interview. One must be from your current or most recent employer who may be contacted and can comment on your experience and competence for this post. Please state their position in the company / organisation. It would be helpful if you could advise your referees of these arrangements. Please ensure that the email address is correct for them on the application form before submitting as we contact all references by email, as this may delay the manager confirming a start date with you.

(c) You may, depending on the type of post, be required to undergo a PVG/Disclosure check prior to a formal offer of employment being made by Clackmannanshire Council. This is now an online form, which you will be emailed a link and you only have 7 days to complete.

If successful, detailed statements of particulars will be provided to you via email once all satisfactory pre-employments have been received.

Job Profile

This job profile sets out the principal responsibilities of the post at the time it was compiled. Such duties may vary from time to time without changing the general character of the duties or the level of the responsibility entailed. Such variations are a common occurrence.

Section A	**Grading Section**
Post Title: Primary Class teacher Initial Location: Primary Education In certain circumstances, during the course of your employment, you may be required to work either on a temporary or established basis at any of the Council's locations, or at other venues as advised, which will be within reasonable travelling distance. Where such a change is proposed this will be managed by a process of consultation. Reports to post (Title): Headteacher Service: Education Date last updated: January 2020 Date if superseded:	Eval Ref: N/A Post Number: N/A Grade: Main Grade Teacher Scale

Section B
ORGANISATIONAL RELATIONSHIP AND EMPLOYEE RESPONSIBILITY
This section describes the reporting relationships of the job within the immediate organisation and if appropriate has detail of the organisation a tier above and below the job. This also describes and responsibility for employees (if any).

(Structure Chart)

HT

Class Teacher

Section C
PRINCIPAL PURPOSE AND OBJECTIVES
This section lists the main (headline) responsibilities / accountabilities of the job.

Working with a year stage of the school, the teacher will teach and support the learning of pupils in accordance with the policies of the school. Teaching will consist of classes at all levels and stages. Success in the teaching responsibilities of the post will be determined by the improved outcomes, participation and successes achieved by the young people for whom the teacher is responsible.

Section D

MAIN DUTIES AND RESPONSIBILITIES

This section provides detail of the main responsibilities / accountabilities. Individual tasks may be included. (Note these are illustrative and are not exhaustive).

The character and specific responsibilities of this post will be subject to review in the context of national and local agreements as part of the ongoing process of school development

The definition of duties of the teacher is as broadly defined in Annex B of the National Agreement A Teaching Profession for the 21st Century. 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 shall direct having reasonable regard to overall teacher workload related to the following categories:-

- Including, inspiring, engaging and empowering pupils to become highly successful learners.
- Teaching assigned classes together with associated preparation and correction.
- Creating, adapting and developing the curriculum & learning experiences to meet the needs of all pupils.
- Assessing, recording and reporting accurately on the work of pupils.
- Providing advice and guidance to pupils on issues related to their holistic education.
- Promoting and safeguarding the health, welfare and safety of pupils.
- Working effectively in partnership with parents, support staff and other professionals.
- Undertaking appropriate and agreed continuing professional development.
- Participating fully in school planning, raising achievement/attainment and individual review.
- Contributing towards the good order and the wider needs of the school.
- Contributing to raising pupil aspirations by having high expectations of every pupil under their care.

Section E

KNOWLEDGE, SKILLS AND EXPERIENCE

This section details the knowledge and skills including any qualification, specific training or experience required.

Essential:

Criteria	**Means of Assessment e.g. Application, Interview, Reference, Certificate**
1. Appropriate Teaching Qualification	Application
2. FULL GTCS Registration	Application
3. Positive report from previous school/probation as appropriate	Reference
4. Evidence of competence (as defined in Standard for Full Registration) as a classroom teacher	Application Interview Reference
5. Evidence of taking a role in curricular development	Application Interview Reference
6. Evidence of a strong commitment to personal and professional development.	Application Interview Reference
7. Evidence of thorough knowledge of relevant courses and contribution that the subject can make to the development of individual pupils through IDL.	Application Interview Classroom observation
8. Evidence of effective use of ICT and other appropriate technologies to enhance learning outcomes.	Application Interview Classroom observation
9. Evidence of strong ability as a classroom practitioner and supporting pupils	Application Interview Reference
10. Ability to prioritise and excellent time management	Application Interview Reference
11. Enterprising skills to inspire and motivate pupils to learn	Application Interview Classroom observation

12. Excellent communication & interpersonal skills	Application Interview Classroom observation
13. Care and concern for the educational well-being of pupils	Application Interview Reference
14. Ability to work as part of a team	Application Interview Reference
15. Ability to cope with many tasks	Application Interview Reference
16. Ability to motivate/instil enthusiasm for learning	Application Interview Reference
17. Enthusiasm	Application Interview Reference
18. Initiative	Application Interview Reference
19. Awareness of importance of ethos	Application Interview Reference
20. Professional appearance and manner	Application Interview Reference
21. Articulate	Application Interview Reference
22. Obtain/Maintain PVG membership	Certificate

Desirable:

Criteria	**Means of Assessment e.g. Application, Interview, Reference, Certificate**
1. An additional qualification in a relevant subject	Application Interview Reference
2. Evidence of effective successful presentation work	Application Interview Reference
3. Experience of contribution to cross-curricular developments	Application Interview Reference
4. Strong commitment to extra-curricular activities	Application Interview Reference

5. Evidence of commitment to wider aspects of school life	Application Interview Reference

Section F
WORKING ENVIRONMENT AND PHYSICAL REQUIREMENTS
This section details the predominant physical environment of the job e.g. Indoor/outdoor working, hazardous conditions and any specific physical effort.

Tasks associated with the post should normally be able to be completed within the working week

Attendance at evening parents' meetings and other meetings such as school and community events is expected.

Requirement to work under pressure at particular times, usually related to external and internal deadlines, e.g. compilation of pupil reports, etc.

Being flexible and adaptable to the needs of the team and the whole school community

Section G
PHYSICAL CO-ORDINATION
This section details the predominant demand for physical skills and co-ordination required to undertake this job. For example: operation of hand tools, keyboard skills, driving and other equipment.

Tasks associated with the post should normally be able to be completed

Section H
MENTAL SKILLS
This section details the level of problem solving, analysis, creativity, forward planning/scheduling required.

Able to develop and implement appropriate learning experiences to meet the needs of pupils

Able to flexibly adapt to the changing demands of learning and teaching

Section I
CONCENTRATION
This section details the work related pressures which may make concentration more difficult and also the responsiveness required of the job holder. For example: Service related deadlines, internal /external deadlines, conflicting demands.

The demands of the job will involve significant levels of concentration when working with young people

Deadlines set internally and externally by for example by headteacher or principal teachers will require to be met.

The ability to prioritise and have excellent time management skills are a clear aspect of the job

Section J

COMMUNICATIONS SKILLS AND DEALING WITH RELATIONSHIPS

This section notes examples of the individuals or organisations with whom the post holder will come into regular contact and explains the nature of the communication and level of skill required by the post holder. E.g. dealing with complaints, clients etc.

Teachers will be expected to communicate effectively with parents/carers, pupils, staff and other professional colleagues from within the Council.

Internal: Headteacher, Depute Head teachers, Teaching Staff, Support Staff

External: Parents, external partners including other schools and Education staff

Section K

PHYSICAL ASSETS,DATA AND FINANCIAL RESOURCES

This sections details responsibility for **physical assets**, e.g. vehicles, buildings, stock control/procurement, **data** e.g. computers, record keeping **financial** the direct/indirect responsibilities for financial resources, from handing cash and cheques, through processing invoices and other financial transactions, to accounting for financial resources and budgetary activities.

The postholder will be responsible for the safe keeping of any equipment provided to deliver the curriculum

The postholder has a duty to comply with all data protection legislation particularly in relation to pupils data

The teacher undertakes to operate in accordance with Council policies relating to data and finance.

Section L

INITIATIVE AND INDEPENDENCE

This section details the problems which the post holder must deal with in the course of normal working, the decisions which the jobholder is able to take, and the extent to which advice and guidance is available (Note, these are illustrative and are not exhaustive).

Able to develop and implement appropriate learning experiences to meet the needs of pupils

Able to flexibly adapt to the changing demands of learning and teaching

Section M
EQUAL OPPORTUNITIES

Staff are expected to promote equality of opportunity.

As a member of staff you will be expected to uphold and promote the Council's policy commitments to equality and diversity and its legal obligations under the Equality Act as well as ensuring the fair, equitable and non-discriminatory treatment of service users, colleagues and partners.

Section N
HEALTH AND SAFETY

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required to take care of their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and current and appropriate codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and must comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.

Section 0
CLIMATE CHANGE

The Council agrees that climate change is one of the most serious challenges facing its communities and across the world and understands that meaningful action at international, national and local level is required in order to safeguard our planet for future generations. As a member of staff you are asked to uphold and promote the Council's net zero targets and its statutory requirements to reduce greenhouse gas emissions as part of the Public Bodies Climate Change Duty reporting process.