**Primary Teacher – Job Description**

**Responsible to: The Head of Primary School**

**Context:** It is understood that a job description can never put into words all of the qualities that a good teacher embodies. It is hoped that all our teachers will strive to inspire, encourage and nurture, to the best of their ability.

#### ***1. Teaching and Learning***

* Ensure each child’s learning by teaching the syllabus of all subject areas to the class in an appropriate manner
* Differentiate class work as necessary to meet the differing ability needs of all children
* Acknowledge that English is not necessarily the native language of all children in the class and adapt his/her vocabulary accordingly
* Ensure that all work is marked meaningfully, promptly and clearly and that corrections are undertaken where necessary
* Ensure homework is given appropriately where and when necessary
* Be prepared to be visited and observed by colleagues.

## ***2. Planning***

* Prepare appropriately for the short, medium and long term
* Collaborate with other teachers in planning to ensure continuity and progression
* Participate in the development and review of the curriculum in collaboration with the line managers.
* Participate in the development and review of school policies where necessary

## ***3. Assessment***

* Formally report on each child’s progress at the end of each term
* Continuously assess each student so as to be able to clearly justify and substantiate grades, levels or comments given in each report
* Keep clear records of any levels, grades or marks attained by each child in classroom tests/assessments
* Ensure that the homework diary is kept correctly and is up to date where appropriate.
* Be prepared to discuss report grades and each child’s progress with parents both on Parents’ Evenings and at other reasonable times throughout the year

## ***4. Classroom Management***

* Ensure that the classroom atmosphere is conducive to learning
* Provide an environment in which the children feel safe, confident and happy to learn
* Have displays that stimulate learning
* Ensure that children are not left unsupervised in classrooms during lesson time or at break time
* Ensure that children are sent promptly to specialist lessons
* Insist on good levels of behavior, both in and out of the classroom

### ***5.******General***

* Supervise children in the play areas at break times according to the duty rota
* Serve as a role model to the children in terms of behaviour, dress, attitude and manners
* Participate in the Extra Curricular Activities programme.
* Be available to attend and participate in extra-curricular events in the school calendar such as Parents’ Evenings, Concerts, etc.
* Actively support the ethos of the school
* Be familiar with the Handbook for Families, with Staff Supplement.
* Actively support and adhere to the Child Protection Policy, including attending annual training.