JOB DESCRIPTION

**Post Title Teacher**

**Responsible to Headteacher**

**Hours of Work Outlined in the School Teachers’ Pay and Conditions Document**

**1.** You are to carry out the duties of a school teacher as set out in the Pay and Conditions Document 2014 (Section 2, Part 6, paragraphs 52.1 to 53.10)

**2.** In particular you will be expected to work within the established ethos and philosophy of the school; following policies of the school as a fully committed

member of the teaching team and as detailed in the specific duties below.

**3.** Reference should also be made to the Teaching Standards.

# 1. TEACHING RESPONSIBILITIES

* 1. Plan and prepare individually and in co-operation with colleagues when appropriate, long, medium and short term schemes of work.
  2. Self evaluate and review the quality of learning in lessons taught, adapting planning to meet the needs of the pupils within the class.
  3. Prepare in advance the necessary materials and resources for the effective teaching of work planned.
  4. Monitor and evaluate the progress of each child taught.
  5. Provide timely feedback to pupils which will take their learning forwards, both verbally and in writing
  6. Present appropriately demanding subject content, skills and understanding in a clear and stimulating manner, thereby motivating and sustaining the interest of pupils and raising levels of attainment.
  7. Ensure the effective deployment of teaching assistant support in the classroom.
  8. Present and maintain carefully organised displays, not only of the pupils work, but also those items which may stimulate the children and enrich and enliven the classroom and school environment.

1. Prepare oral and written reports on each child’s progress for their parents/guardian and be prepared to discuss progress with them.
2. Observe and make note of children who may have social, physical, behavioural or other special needs and be prepared to provide reports for the appropriate agencies.
3. Be prepared to teach other groups of children within the school as the organisation and management of the school requires.

**2. PASTORAL RESPONSIBILITIES**

1. Provide opportunities that contribute to the quality of the children’s wider educational development, including their personal, spiritual, social, moral and cultural development.
2. Aim to establish, maintain and develop good relationships with all parents.
3. Communicate with the Headteacher in a confidential and professional manner any information relating to the safeguarding and welfare of the children.
4. Identify pupils with special or more complex needs, write reports and contribute to discussions, meetings and make recommendations.
5. Develop/maintain a positive image of the school in the community.

# ADMINISTRATIVE AND ORGANISATIONAL RESPONSIBILITIES

# Carry out administrative duties for the smooth running of the school, these to include registration and collection of reply slips.

# Assume responsibility for care and security of classroom equipment.

# Supervise, on an agreed rota system the pupils during playtimes (excluding lunch times except in a voluntary capacity) and at the end of school – leaving the building (3.15 pm – 3.25 pm).

# Keep records as required relating to planning, inset and individual pupils.

# Plan, organise and undertake educational visits to the curriculum.

# Make every effort to ensure that at all times safety and discipline are maintained by the children within the expected standards of behaviour as defined by the school policy.

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**4. PROFESSIONAL DEVELOPMENT AND APPRAISAL**

1. To participate in and contribute to the staff’s curriculum planning, in-service training and professional development.
2. Share expertise and curriculum strengths with other staff; accept help or advice from other staff with special skills.
3. Take responsibility for an agreed specific area of school improvement.
4. Attend staff meetings at agreed time to plan, discuss and review school policy.
5. Be aware of current developments in the world of education.
6. Actively engage in the annual Performance Management review process in

accordance with the school’s policy and national guidance.

**5 SPECIFIC RESPONSIBILITIES**

**[Curriculum Area]**

1. To provide leadership and give consultancy opportunities for all throughout the School.
2. To evaluate, review and update policy and guidelines taking account of National Curriculum demands and the needs of the School.
3. Ensure that the school curriculum offers a wide range of learning opportunities for all pupils and meets the requirements of the National Curriculum.
4. To audit, order and organise resources within classrooms and any in centralised storage.
5. Monitor and review the experience of pupils in the School in this subject.
6. To liaise with colleagues in KS1 and KS3.
7. To act as budget holder for [Curriculum Area]