

**Primary Teacher Job Description**

**Job Title:** Main Grade Primary Teacher

**Accountable to:** Head of KS

**Main Job Purpose:** To carry out the professional duties of a teacher as circumstances may require and in accordance with the Trust’s policies under the direction of the headteacher.

**Responsible for:** Curriculum subject area

**Main Duties:**

*“Teachers make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.”- Teachers’ Standards (2012).*

* To be responsible to the Head of Key Stage for the organisation, management and delivery of appropriate teaching
* To have knowledge of and keep up to date with current pedagogy, particularly in respect to the new National Curriculum
* To plan, prepare and deliver lesson activities for students according to the curriculum policy, and which ensure progression, pace and challenge, and which make appropriate educational provision for all students
* To assess and monitor systematically the progress of each student within your class and report accordingly to Key Stage Leader
* To mark and monitor work, providing constructive feedback and setting meaningful targets for future progress, and in order to inform planning
* To provide reports of attainment on individual students to the Head of Key Stage, Leadership team, outside agencies and parents as necessary
* To be familiar with the Code of Practice and identification, assessment and support of children with special educational needs
* Act as a role model to the children in all actions and behaviour
* To provide or contribute to reports on the personal and social needs of students, as required
* To make effective and meaningful use of IT to promote teaching and learning.
* To ensure other adults in the classroom, such as TAs, are communicated with and deployed effectively
* To contribute to the development of the curriculum, to work closely with colleagues to undertake medium and short-term planning and implement agreed Schemes of Work
* To set high expectations of behaviour, establishing and maintaining good discipline and control of students in accordance with policy
* To establish a safe environment where respect and positive relationships flourish
* Contribute to the broader life of the Trust by supporting and leading curricular and extra-curricular events
* Contribute to the positive promotion and marketing locally and in the wider community
* To undertake any reasonable duties as directed by your Head of Key Stage or members of the Leadership team

**General requirements**

All Trust staff are expected to:

* Work towards and support the Trust vision and the current Trust objectives outlined in the Trust Development Plan
* Contribute to the Trust’s programme of extra-curricular activities
* Support and contribute to the Trust’s responsibility for safeguarding students
* Work within the Trust’s health and safety policy to ensure a safe working environment for staff, students and visitors
* Work within the Trust’s Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective
* Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relationships with students, parents and colleagues
* Engage actively in the performance review process
* Adhere to policies as set out in the Governing Body Regulations and staff handbook
* Undertake other reasonable duties related to the job purpose required from time to time

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

All Trust staff are expected to uphold the Staff Charter.

Signed: …………………………………….………………. Date: ……………………………………

Job Holder

Print Name: ……………………………………………….