**Job Description**

**The Grammar School at Leeds**

**Job Title: Primary Teacher (Junior School)**

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

**Principal purpose**

* To plan and deliver lessons and units of work which stretch and challenge students throughout the full age and ability range, in order to secure excellent progress for all
* To enthuse students in the subject, and build their confidence around their own learning
* To establish good working relationships with both staff and students, to work towards the common goal of ensuring excellence in all aspects of GSAL life
* To be an inspiring role model

**Key Tasks and Duties:**

**Planning**

* To plan work and individual lessons appropriate to the needs, interests, experience and existing knowledge of pupils
* To organise teaching resources including appropriate deployment of supporting staff where necessary
* To maintain an attractive and stimulating classroom environment.

**Setting and supervising work**

* To teach classes, sets/groups or individuals
* To set regular homework in accordance with school policy
* To set work for classes in the event of absence from school

**Assessing, recording and reporting**

* To mark and assess pupils’ class work and homework thoroughly and constructively in accordance with the school marking policy
* To set and mark examination papers and tests as required
* To record marks and assessments in accordance with school and departmental policy
* To provide or contribute to oral and written assessments, reports and references, both at school and elsewhere, relating to the attainment, progress, development and learning of individual pupils and of groups of pupils

**Discipline and relationships**

* To maintain good order, discipline and respect for others amongst pupils
* To implement the schools’ behaviour policy
* To promote the school’s values and rules.
* To promote health and safety
* To develop relationships amongst pupils conducive to optimum learning
* To be aware of any pertinent medical/social information regarding pupils

**Communication with Parents and prospective parents**

* To build and maintain co-operative relationships with parents and to communicate with them about pupils’ learning and progress, drawing attention to skills and talents as well as areas for improvement and difficulties
* To attend parent consultation evenings and other meetings with parents as required and to provide parents with information about a pupil’s effort, attitude, performance and progress
* To attend Prize Giving and other presentation evenings
* To attend open evenings/days as required

**Professional Development**

* To keep up to date with new developments in current educational thinking and practice
* To take responsibility for your own professional development
* To evaluate and review one’s own teaching methods, materials and schemes of work and make changes as appropriate
* To participate in the School’s programme of professional review as agreed with your line manager

**Year Group/Team**

* To build and maintain cooperative relationships with colleagues, support and technical staff
* To attend team/Year Group meetings and contribute to the discussion of policies, planning, implementation and evaluation of the work of the school
* To assist with the supervision of student teachers and volunteers as appropriate
* To safeguard the fabric and furniture of the school and to investigate, deal with and report any instances of damage.

**Corporate Life**

* To participate fully in the corporate and pastoral life of the school by attending assemblies, acting as a form tutor, acting as a house tutor/subject leader, attending a variety of other events, contributing to extra-curricular activities and carrying out general supervision duties as required.
* To take part in whole school reviews of policy and aims and in the formulation of guidelines as required.
* To attend staff meetings

**General:**

* Any other assistance as may be reasonably required from time to time by the Principal or other senior manager in order to facilitate the efficient running of the school
* This job description does not define in detail all responsibilities and the responsibilities and activities in the job description may be varied to meet the changing demands of the school at the reasonable direction of the Principal
* All staff employed by The Grammar School at Leeds are expected to take responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact
* All staff should be aware of the School’s Health & Safety Policy and implement it as appropriate