

Job Description – Teacher

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| Core purpose | Under the direction of the Headteacher, to plan and teach lessons, prepare resources and assess the progress of children and their learning |
| Reporting to | The Headteacher |
| Grade | Main/upper pay range |

Main Duties

The School Teacher's Pay and Conditions Document describes the duties which may be undertaken by teachers in the course of their employment. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner. It is a contractual duty of the postholder to ensure that his/her professional duties are discharged effectively.

This job description is a description of the job to be undertaken and performed to the satisfaction of the Headteacher by the postholder. It does not form part of the contract of employment.

General Responsibilities

- To co-operate with and assist the Headteacher in satisfactorily carrying out the aims and objectives of the school as formally agreed;
- To show care and concern for each child for whom they are responsible, requiring of their utmost, but accepting that each individual's needs and possible levels of achievement will be different, thus giving due consideration in terms of provision or demand;
- To plan and prepare lessons in line with school curriculum policies;
- To teach in a manner which covers all aspects of the laid down curriculum, in spirit as well as fact;
- To keep clear and accurate records of work done by the class and individuals to track progress throughout the year;
- To provide oral and written assessments and reports for parents and other agencies;
- To assist in the maintaining of the standards of discipline and social behaviour which have been agreed upon as being desirable for the successful running of the school;
- To liaise with parents and others concerned in the satisfactory development, physical, social and academic, of the children;

- To conduct all activities with due concern for the physical and emotional well-being of those children within their care;
- To participate in all arrangements made for Performance Management and reflect upon his/her current practice;
- To participate in arrangements for his/her further training and professional development as a teacher;
- To participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements;
- To work in partnership with support staff to enhance the teaching and learning;
- To take an active role in the day to day life of the school, by contributing towards it's smooth running, and providing an attractive and stimulating atmosphere;

Confidentiality

As a member of staff at Glade Primary School, strict confidentiality is expected over discussions relating to pupils, parents or staff within the school.

Particular Responsibilities

All teachers at Glade Primary School are required to take the role of subject leader for one or more subjects/curriculum areas. Specific subject leader responsibilities are reviewed at least every two years. Specific subject leader responsibilities are determined in consultation with the postholder.

General Responsibilities of a Subject Leader

- Monitor and evaluate through – lesson observations
work sampling
pupil interviews
- Plan and monitor appropriate assessment strategies
- Scrutinise assessments and track pupil progress
- Manage the curriculum budget
- Organise curriculum resources, including -
matching to scheme of work
drafting an inventory
maintaining an inventory

- Attend appropriate CPD and feedback to other staff
- Draft and review policy documents and schemes of work
- Scrutinise planning to ensure coverage and differentiation
- Contribute to the formulation of the School Improvement Plan
- Provide advice and support for other staff including school-based INSET
- Read relevant publications and feedback to staff
- Liaise with the curriculum governor and other schools including visits
- Investigate and identify other curriculum links
- Develop links with parents/carers through meetings, workshops, booklets as appropriate

Note

The duties and responsibilities of this post may vary from time to time according to the changing demands of the school. This job description may be reviewed at the reasonable discretion of the Headteacher in the light of changing requirements and in consultation with the postholder.

In any event the Headteacher reserves the right to review and amend this job description.

Safeguarding

All offers of employment are subject to references that are satisfactory to the school, and also to medical, police and other clearances we are required to make as an educational establishment. Proofs of identify will also be required from the successful applicant.

The school will need to see the **originals** of relevant qualifications quoted on your application form. If the name on these certificates is not the name you now have, we would then need to see the document proving the name change, i.e. marriage certificate or deed poll certificate.

Photocopies of proof of identity and qualification certificates will be taken as proof that these have been checked and verified.

Signed

Date

Name

Person Specification – Teacher

| Attributes | Essential | Desirable |
|--------------------------------|---|--|
| Physical make up | <ul style="list-style-type: none"> Professional appearance, conduct and demeanour | |
| Professional Experience | <ul style="list-style-type: none"> Has Qualified Teacher Status Has recent experience of teaching in KS1 and/or KS2 Is familiar with current educational strategies and approaches Has developed effective behaviour management strategies | <ul style="list-style-type: none"> First Aid qualification Experience of teaching pupils across the primary phase |
| Personal Qualities | <ul style="list-style-type: none"> Excellent communication skills and the ability to handle confidential issues sensitively Capacity to work well as a member of a team and as an individual Professional, calm manner Enthusiastic, reliable and hard working Ability to motivate and engage pupils | <ul style="list-style-type: none"> Interest in contributing to the wider aspect of school life through extracurricular activities |