

## **JOB DESCRIPTION**

### **POST: Primary Teacher**

#### **Minimum qualifications**

- British university degree with QTS or PGCE (Post Graduate Certificate in Education).
- Minimum three years teaching Early Years, KS1 or KS2 in a school of this type.
- Total fluency in English, both written and spoken and sensitivity to all registers of the language.
- Computer literacy and efficiency in using a SMART Interactive panel in the classroom.

#### **Responsibilities**

- To teach all subjects in Early Years, Key Stage 1 or 2.
- To communicate and meet regularly with the Head Teacher to ensure there is cohesion and continuity in the teaching and learning of all areas of the curriculum throughout the Primary School.
- To help update school planning as necessary (schemes of work) for Early Years/KS 1/2
- To set and mark homework in accordance with school policy.
- To plan lessons carefully and ensure that suitable resources are available.
- To participate in the established assessment, recording and reporting systems of the school.
- To take an active role in organizing and helping with extra-curricular activities and in the case of absence, be ready to cover other teachers' duties.
- To organize and take the class on 'off site day trips' ensuring that a full risk assessment and trip proposal is completed beforehand.
- To take responsibility for an area of development or subject area as discussed with the Head Teacher and as agreed in an appraisal meeting.
- To meet on a regular basis with parents and attend all meetings called by the School. Furthermore, to ensure that for any Primary meeting attended, full minutes are completed and handed to the Head Teacher.
- To attend all INSET training courses provided by the School.
- To care for the academic progress and emotional well-being of pupils in the class.
- To be aware of and observe the health and safety procedure of the school.
- To support actively the school's policy on discipline.
- To inform the Head Teacher about pupils who are not making good progress (pupil concerns) in collaboration with the SENCO.

#### **Working Hours**

- (a) 35 teaching periods per week (periods are of 40 minutes) during the school session 7.30 am to 1.55 pm. Extra-curricular activities are in addition to these after 1.55pm.
- (b) Teachers are required for break-time supervision on a roster basis.
- (c) Attendance at staff meetings, parents/teachers meetings and certain school functions out of working hours is mandatory (end-of-term concerts, performances, prize giving, open day etc).
- (d) Teachers may not give private lessons or take any other job while employed full-time at this school without the Head Teacher's permission.