**Job Description**

**Post Title: Key Stage 1 Subject Teacher – Full-Time**

**Grade: MPS/UPS**

**Employed by: Northampton Free School Trust**

**Line Manager: Assistant Principal – EYFS**

**Start Date: April 2018**

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| Key Areas | **Responsibilities** |
| 1. Teaching & Learning | To follow conscientiously, departmental syllabuses and schemes of work for each teaching group; to prepare properly lesson materials and to mark learners’ work consistent with departmental and school assessment policy; to set and mark homework in accordance with departmental and school policy; to have the highest reasonable expectation of individual learner performance; to play a part in organisation and administration. |
| 2. Classroom Management | To maintain classroom discipline and help maintain school discipline in accordance with school policy standards and procedures; to arrive promptly in order to allow enough time for preparation and planning and dismiss learners at the correct times; to keep checks on learners’ attendance and follow up absences as appropriate; to liaise with the relevant and appropriate staff on matters of concern relating to individual learners. |
| 3. Recording Learner Progress | To keep appropriate records of individual learners’ work and achievements, consistent with school policy; to make a proper contribution to the writing of school reports; to complete National Curriculum assessments as are required. |
| 4. Pastoral Responsibilities | To teach the pastoral curriculum and to follow conscientiously personal, social and health education syllabuses and schemes of work; to act as coach and guide to individual learners, both in relation to personal development and specific phases of educational development and transition. |
| 5. Administration | To carry out efficiently the various necessary administrative functions of the class teacher including school requirements in relation to the proper and accurate keeping of registers. |
| 6. Development Aspects | To play a part in the development of departmental, curriculum development group and year team meetings as appropriate; to seek to identify personal staff development and INSET needs and ensure that these are discussed with senior staff. |
| 7. Appraisal/Performance Management. | To play a part, as required, in the school’s appraisal programme, both as appraisee and, where appropriate, as appraiser of other colleagues. |
| 8. Health and Safety | To ensure that practice is, in all respects consistent with the requirements of Wootton Park School’s Health and Safety Policy as well as with any subject specific health and safety guidelines. |
| 9. Extra-Curricular | To be involved in some aspect of extra-curricular activity. |
| 10. Safeguarding | The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. |