



# Lady Barn House School

## Job Description

**POST:** Primary School Teacher

**TO WHOM RESPONSIBLE:** Head of Department, Deputy Heads, Head.

**MAIN TASKS:**

The post holder is required to carry out such duties as the Head may reasonably direct from time to time, including:

- to take a form/class for Maths, English and/or working in different departments teaching across the curriculum, as required by the Head;
- to prepare, plan and teach lessons, in accordance with the stated aims and philosophy of the school;
- to contribute to whole school curricula and extra-curricular development and to reflect such initiatives in classroom planning and practice;
- to teach according to the individual needs of the pupils assigned to him/her, including the setting and marking of work to be done at school and home as appropriate;
- to provide a well-managed, stimulating and effective learning environment for the pupils;
- to encourage a caring atmosphere in which pupils and teacher work cooperatively and effectively;
- to assess, record and report on the development, progress and attainment of pupils;
- to promote the general progress and well-being of individual pupils and of any class or group of pupils assigned;
- to safeguard and promoting the welfare of children in the school, having regard for child protection procedures;
- to form effective and professional relationships with pupils, teaching and non-teaching staff, parents and others as relevant;
- to communicate and consult with the parents and/or guardians of the pupils;
- to communicate and co-operating with persons or bodies outside the school as appropriate;

- to provide any guidance and advice regarding pupils, on either educational or social matters as relevant and appropriate;
- to participate in meetings arranged for any of the purposes described above;
- to participate in professional development initiatives as established by the school;
- to work co-operatively within the staff team and in doing so implement the school's agreed policies;
- to carry out a share of supervisory duties in accordance with published rosters and timetables;
- to participate in arrangements made for the appraisal of teachers;
- to provide an effective education for pupils, by teaching within the framework provided by the Head with regard where necessary to all statutory requirements.

#### **ADMINISTRATIVE**

- To register pupils.
- To maintain records of teaching.
- To maintain records of pupil's attainment.

#### **MANAGERIAL**

- To organise effective and efficient delivery of the curriculum to allocated pupils.
- To promote a professional and stimulating learning environment.
- To encourage good working habits including effective group work.
- To ensure differentiated work tasks.
- To monitor full, effective and equitable use of resources.
- To manage personal time so that schedules are met.

#### **PERSONAL QUALITIES AND VALUES**

- To demonstrate flexibility, empathy, willingness and a team spirit.
- To be empathetic and caring towards pupils, colleagues and parents.
- To have a passion for enabling each child to reach their potential.
- To be consistently positive and enthusiastic in all tasks.
- To embrace a love of learning.
- To be dedicated and energetic in attitude to work

**NOTES:**

The above responsibilities are subject to the general duties and responsibilities contained in the teacher contract of employment.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed each year and it may be subject to modification or amendment at any time after consultation with the post-holder.

The Head and Directors recognise that many colleagues participate in a range of working parties, development meetings and/or extra-curricular activities. Such participation is of considerable importance and highly valued.

Lady Barn is a vibrant, enthusiastic environment and all teachers are expected to contribute, wholeheartedly, to the life of the school.