**PROPOSED JOB DESCRIPTION**

**PRIMARY PHASE TEACHER**

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| **POST** | **PRIMARY PHASE CLASSROOM TEACHER**  |
| **RESPONSIBLE TO** | **DEPUTY HEAD LADY ROYD** |
| **RESPONSIBILITIES** | * plan and teach well-structured lessons in line with the school curriculum plan promoting the development of abilities and aptitudes of pupils in any class or group assigned
* establish a classroom environment and ethos that promotes progress in learning and personal development
* manage classes effectively, using approaches which are appropriate to pupils’ needs in order to inspire, motivate and challenge pupils
* develop awareness of pupils’ capabilities, their prior knowledge and their starting points, and plan T&L so that every pupil makes at least expected levels of progress over time
* have a clear understanding of the needs of; pupils with SEND, More Able pupils and pupils with EAL, employing distinctive teaching approaches to engage and support them
* liaise with the SENCO and deploy teaching assistants to ensure effective support for identified pupils
* make accurate and productive use of assessment to measure pupils’ progress
* mark pupils work in line with school policy and give regular constructive feedback
* encourage pupils to; respond to feedback, reflect on progress and their emerging needs and to take a responsible and conscientious attitude to their own work and progress
* demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English whatever your specialist subject
* set homework and as appropriate plan interventions to consolidate, extend and challenge the knowledge and understanding pupils have acquired
* be accountable for the attainment, progress and outcomes of the pupils you teach
* communicate with parents effectively with regard to pupils’ achievements and well-being through school systems and parents’ meetings
* review the effectiveness of your teaching and assessment procedures and its impact on pupils’ progress, attainment and wellbeing, refining your approaches where necessary
* collaborate with colleagues, identify opportunities to work together and share the development of effective practice with each other
* participate in the review, development and management of the curriculum, organisation and pastoral functions of the school
* establish a framework for behaviour with a range of strategies, using praise, sanctions and rewards consistently and fairly
* act as a positive role model and demonstrate consistently the positive attitudes, values and behaviours which are expected from pupils
* treat pupils with dignity, building relationships rooted in mutual respect, and at all times observe proper boundaries appropriate to a teacher’s professional position
* be responsible for promoting and safeguarding the wellbeing of all pupils raising any concerns in line with school policies and procedure
* contribute to: extra-curricular provision, staff duty rotas, assemblies, whole school activities
* participate in the annual staff CPD programme and Performance Management cycle
* participate in relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum, organisation or development of the school
* demonstrate a professional regard for the ethos, policies and practices of the school and maintain high standards in your own attendance and punctuality
* follow whole school Health & Safety, Child Protection and Safeguarding policies and procedures at all times
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This job description may be subject to amendment with the mutual agreement of the Principal and the member of staff