



**Russell House**

**JOB DESCRIPTION FOR FORM TEACHER KS1  
(FIXED TERM MATERNITY COVER)**

From April 2018 to March 2019

**TEACHING AND LEARNING**

- Plan, prepare and deliver differentiated lessons, where applicable in conjunction with others (e.g Deputy Head, Heads of Department, Head of Early Years (EYs))
- Teach children according to their needs, including setting and marking of work. Have up to date knowledge of the National Curriculum requirements and teach according to school's agreed schemes of work
- Assess, record and report individual development, progress and attainment of pupils in line with school guidelines.
- Support the school's assessment procedures as required by the Deputy Head and use results to inform future planning
- Maintain records and reports on social and emotional needs of children
- Communicate with and consult parents, keeping Head, Deputy Head, and Head of EYFS informed where necessary
- Attend meetings arranged as required
- Always be sensitive to individual pupils' needs
- Adhere to school policies, handbooks and routines
- Complete reports according to School guidelines
- Liaise with Curriculum Support department
- Maintain systematic record of progress and achievement
- Embed ICT in lessons using digital tasks that involve the pupils in their learning and to enhance their ICT skills
- Maintain notes on PASS (where applicable) via SMT

## **PASTORAL CARE**

- Communicate with the Head and Deputy Head and inform them of any significant occurrences or concerns that might affect the teaching, learning or well-being of any children
- Record incidents by e-mail to the Head and Deputy Head (subject: "Incident") in accordance with School policy
- Maintain good order and discipline of pupils at all times, being mindful of their health and safety.
- Emphasise to the pupils the importance of their own safety
- Report accidents to the School Administrator who maintains the accident book
- Ensure pupils respect school property
- To undertake all reasonable duties

## **PROFESSIONAL STANDARDS**

- Be subject to appraisals of teaching performance.
- Attend weekly Staff Briefing, Monday CPD meeting, any other staff meetings and all INSET days
- Periodically review own teaching methods, plans and outlines of work
- Research opportunities for further training and professional development as a teacher
- Help develop and maintain the School's ethos, aims, values and standards
- To appraise yourself of school routines and expectations through the staff handbook, policy documents and contract of employment
- To undertake any reasonable tasks as required by the Head and/or Senior Management Team
- Aim for excellence and encourage pupils to do likewise
- Support and maintain loyalty to school at all times both during and outside school hours
- Be familiar with and follow the School's aims, Expectations of Behaviour and the SCHOOL and FRIENDS codes
- Have high expectations of work and behaviour and use encouragement and, if necessary, agreed Russell House sanctions to achieve these
- Communicate regularly with other teachers; exchange views on teaching methods and individual children
- Embrace new practices
- Dress appropriately and be professional at all times

## **EVENTS**

- Support school functions appropriately or as requested
- Attend Parents' consultation evenings as required

**Russell House is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.**