

GORDON



SCHOOL

## JOB DESCRIPTION – TEACHER

<b>Post Title:</b> Teacher	<b>Reports to:</b> Phase Leader	<b>Responsible to:</b> The Headteacher
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To carry out the duties of a school teacher as set out in the most recent *School Teachers Pay and Conditions Document*.

<b>Purpose of the Job:</b>	<ul style="list-style-type: none"><li>• To carry out the duties described in the most recent School Teachers' Pay and Conditions document.</li><li>• To teach pupils, and ensure that planning, preparation, recording, assessment and reporting meet the varying learning, social and emotional needs of the children.</li><li>• To maintain the positive ethos and the core values of the school, both inside and outside the school.</li><li>• To contribute to constructive team-building amongst teaching and non-teaching staff, parents, governors, the Local Authority and the community.</li></ul>
<b>Duties:</b> Meeting the learning, social, cultural, moral, spiritual and health needs of pupils.	<ul style="list-style-type: none"><li>• To plan and prepare schemes of work and individual lessons, appropriate to the needs, interests, experience and existing knowledge of the pupils.</li><li>• To teach a class, classes, sets, groups or individual pupils, and to set tasks to be undertaken both at school and elsewhere.</li><li>• To provide a stimulating and safe classroom environment, where resources can be accessed appropriately by all pupils.</li><li>• To maintain good order and discipline amongst pupils, in accordance with the school's <i>Behaviour &amp; Discipline Policy</i>.</li><li>• To mark and assess pupils' work and to record their development, progress and attainment in the formats required by the school, in accordance to the <i>Marking &amp; Feedback Policy</i>.</li><li>• To set appropriately challenging expectations for pupils' learning, based on prior attainment and taking into account their varying needs.</li><li>• To keep appropriate and efficient records, integrating formative and summative assessment into daily, weekly and termly planning.</li><li>• To write, implement and review Provision Maps and intervention programmes and to share targets with children, parents and other staff members as appropriate.</li><li>• To communicate and co-operate with specialists from external agencies.</li><li>• To lead, organise and direct support staff within the classroom.</li><li>• To report to parents / carers on the development, progress and attainment of their children.</li><li>• To attend Pupil Progress Meetings and report to the Leadership Team on</li></ul>

	the development, progress and attainment of pupils.
<b>Duties:</b> Supporting the strategic development of the school.	<ul style="list-style-type: none"> <li>• To adhere to all agreed school policies, plans and guidelines.</li> <li>• To support initiatives decided by the Headteacher.</li> <li>• To participate in meetings which relate to the school's management, curriculum, administration or organisation.</li> <li>• To participate in the performance management system for the appraisal of their own performance.</li> <li>• Encourage interaction and teamwork within the school, share ideas and new initiatives and identify new ways of teaching the curriculum. When required, take a leading role in an area of school improvement;</li> <li>• To build and maintain positive and professional relationships with all members of the school community.</li> </ul>
<b>Duties:</b> Supporting the daily management of the school.	<ul style="list-style-type: none"> <li>• To meet the deadlines set for the completion of tasks.</li> <li>• To take responsibility for checking the school's methods of communication regularly every day.</li> <li>• To undertake any other tasks, within the capabilities of the post holder, directed by the Headteacher.</li> </ul>

This job description will be reviewed annually and the Headteacher may modify it after consultation with the post holder at any time to reflect or anticipate changes in the job, commensurate with the salary and job title.

**October 2019**