



Job Description: Primary Teacher

Job title: Primary Teacher

Responsible to: Assistant Head (Primary)

Professional duties and responsibilities

To carry out the professional duties as circumstances may require and in accordance with the school's policies under the direction of the Headteacher, Senior Management and more specifically the Assistant Head (Primary). To be an effective professional who demonstrates thorough curriculum knowledge, can teach and assess effectively, take responsibility for professional development and has pupils who achieve well.

Areas of Responsibility and Key Tasks

1. Have a lead responsibility for the specific subject curriculum or aspect of the school's work as defined by the Assistant Head (Primary) and develop plans which identify clear targets and success criteria for its development and / or maintenance
2. To keep abreast of developments in all academic aspects of education, both in the UK and Internationally

Planning, Teaching and Class Management

1. Teach allocated pupils by planning their teaching to achieve progression of learning through:
2. Identifying clear teaching objectives and specifying how they will be taught and assessed
3. Setting tasks which challenge students and ensure high levels of interest
4. Setting appropriate and demanding expectations
5. Setting clear targets, building on prior attainment
6. Be aware of and make provision for students who are identified as SEN, very able or who have other particular individual needs
7. Providing clear structures for lessons maintaining pace, motivation and challenge
8. Making effective use of assessment and ensure coverage of programmes of study
9. Ensuring effective teaching and best use of available time
10. Maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework
11. Using a variety of teaching methods to:
 - a. Match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
 - b. Use effective questioning, listen carefully to students, give attention to errors and misconceptions
 - c. Select appropriate learning resources and develop study skills through library, ICT and other sources
12. Ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
13. Evaluating own teaching critically to improve effectiveness
14. Ensuring the effective and efficient deployment of classroom support
15. Liaise with the Assistant Head (Primary) and other Primary Staff to ensure the implementation of school policy and best practice

Curriculum Development

Have lead responsibility for a subject or aspect of the school's work and develop plans which identify clear targets and success criteria for its development and / or maintenance



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Teaching and learning

1. Identify and adopt the most effective teaching approaches for pupils
2. Monitor teaching and learning activities to meet the needs of the pupils as appropriate
3. Monitor progress towards targets for pupils
4. Promote best practice and contribute to the aims and ethos of the school through attendance at school events
5. Ensure that subject knowledge is up to date
6. In conjunction with the Assistant Head (Primary) identify and implement a range of intervention strategies to raise levels of achievement of pupils
7. Identify and implement a range of strategies for engaging learners through personalised learning and differentiation across a mixed ability range

Monitoring, Assessment, Recording, Reporting

1. Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
2. Mark and monitor pupils work and set targets for progress
3. Assess and record pupils progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving
4. Undertake assessment of pupils as required
5. Prepare and present informative reports to parents
6. Undertake assessment of pupils and participate in the school's system of reporting to parents
7. Use, consult and efficiently utilize the school management system (4schools)

Pastoral Duties

1. Promote the general progress and well-being of individual pupils and of the class as a whole
2. Liaise with the Assistant Head (Primary) to ensure the implementation of the school's pastoral system
3. Register pupils, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life
4. Contribute to the preparation of Action Plans and progress files and other reports
5. Alert appropriate staff to problems experienced by pupils and make recommendations as to how these may be resolved
6. Communicate, as appropriate, with parents of pupils and persons or bodies outside the school concerned with the welfare of individual pupils, after consultation with appropriate staff
7. Contribute to PSHRE according to school policy

Other Professional Requirements

1. Have a working knowledge of teachers' professional duties and legal liabilities
2. Always operate within the stated policies and practices of the school
3. Know subject(s) or specialism(s) to enable effective teaching
4. Take account of wider curriculum developments
5. Establish effective working relationships and set a good example through their presentation and personal and professional conduct
6. Endeavour to give every child the opportunity to reach their potential and meet high expectations
7. Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school and students
8. Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school



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9. Take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review Days and School Events
10. Take responsibility for own professional development and duties in relation to school policies and practices
11. Liaise effectively with parents
12. Undertake academic self-evaluation, contributing to the school Self-Evaluation process (SEF) and improvement plan and planning for continuous improvement

Standards and quality assurance

1. Support the aims and ethos of the school
2. Set a good example in terms of dress, punctuality and attendance
3. Attend and participate in open evenings, parent's consultation evenings and review days
4. Support and maintain collaborative, productive working relationships with School staff and professionals from outside agencies
5. Comply with school policies related to Child Protection and Safeguarding, Health & Safety
6. Uphold the school's behaviour for learning policy, all other policies and uniform regulations
7. Participate in staff training & attend team and staff meetings

Other responsibilities

To willingly undertake any reasonable task requested by the Headteacher from time to time to support the safeguarding of staff and children. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff. This job description may be reviewed at the end of the academic year or earlier if necessary and may be amended at any time after consultation with you.

Signed: Headteacher
Matthew Williams

date 17/03/2021