



Job Description – Teacher

Morgan's
Vale and Church
Woodfalls of
Primary School
England

Teaching

- To plan long, medium and short term to deliver the National Curriculum
- To teach according to the educational needs of the class assigned.
- To assess, record and report on the development, progress and attainment of pupils.
- To promote the general progress and well-being of all children
- To provide guidance and advice to pupils on educational and social matters.
- To report on the personal and social needs of pupils.
- To communicate and co-operate with persons and bodies outside the school, including governors.
- To participate in staff meetings at the school which relate to the curriculum, the administration and organisation of the school.

Development and Training

- To review from time to time methods of teaching and programmes of work.
- To participate in further training and professional development.
- To participate in arrangements for teacher appraisal.

Discipline, Health and Safety

- To maintain good order and discipline among pupils.
- To safeguard their Health and Safety on the school premises and in school activities which are off-site.

Administration

- To participate in administrative and organisational tasks related to the above duties, including the management or supervision of Teaching Assistants.
- To register the attendance of pupils, supervise pupils during mid-morning and afternoon breaks as instructed by the Headteacher.

Church School Status

- To participate in collective worship.
- To lead collective worship on a rota basis.
- To support and promote the school's Christian character and ethos.

Curriculum Responsibilities

- To co-ordinate a subject (subject to be decided by negotiation).

Working Time: Full-time

All teachers are required to be in their classes by 8.30am at the latest, in order to receive children as they arrive from 8.45am.