



JOB DESCRIPTION

YEAR 2 CLASS TEACHER (Maternity Cover)

Reports to: Primary Phase Leader

Start Date: 6th January 2020 (2 term contract, until 31st August 2020)

Salary: Main Pay Scale for UK teachers + additional benefits

As a Teacher at BESA employees will show commitment to the school, pupils and their learning, expertise in teaching and responsibility for managing and monitoring each child's progress through the following duties and responsibilities:

TEACHING AND LEARNING

- Organisation of personal timetables, planning, classroom and pupils' work with due regard to the requirements of the curriculum and school policies.
- Teaching, according to the educational needs of the pupils assigned to him/her, including the setting and marking/assessing of work to be carried out by the pupil in the school and elsewhere.
- Reviewing, from time to time, methods of teaching and programmes of work: participating in the school's programme of in-service training.
- Taking responsibility for the co-ordination of either a subject and/or a management aspect of the school.
- Maintaining good order and discipline among the pupils and safeguarding their health and safety both in the school and in authorised activities elsewhere.
- Participating in the school's programme of enrichment activities by undertaking the minimum of one club / activity per week.
- Supervising and so far as practicable, teaching any pupils whose teacher is not available to teach them.

ADMINISTRATIVE

- Assessing, recording and reporting, both orally and in writing, on all aspects of pupils' development, progress and attainment.
- Communicating and consulting with parents of pupils and participating in any meetings arranged for this purpose.
- Taking part as may be required in the review, development and management of activities related to the curriculum, organisation and pastoral functions of the school.
- Taking part in the school's scheme of performance management. Where appropriate also contributing as an appraiser.
- Participating in meetings at the school, which relate to the curriculum or the administration or organisation of the school – such as educational evenings for parents or the Governors' Annual meeting.
- Take part in the school-based programme of in-service training, which will involve additional working days per year outside the normal teaching days.



- Take an active involvement in activities designed for fund-raising or as social activities, such as those organised by the F.P.T.A.
- To attend school functions and events and particularly the Summer Fair, etc.

STANDARDS

- Promoting the ethos of the school by demonstrating a caring positive and tolerant attitude.
- Setting a high standard in the organisation of the classroom and the display of children's work.
- Teaching which shows a thorough understanding of the subject matter and appropriate use of resources. Activities are differentiated appropriately for the pupils involved.
- Lessons where the pupils are aware of the objective and where opportunity is given for reflection and evaluation. This practice is also seen in the lessons plans.
- Maintaining co-operative professional relationships with all members of the school community.
- Setting a good example in terms of dress, punctuality and attendance.