

British School Alzira/Xàtiva/Gandia

Job description: Primary teacher

Aim: *Primary teaching staff behave in a consistently professional manner in carrying out the duties associated with their work.*

Rationale: *This document is provided to clarify the expectation on primary teaching staff at British School Alzira/Xàtiva/Gandia*

Operations:

Primary school teachers are responsible for all tasks associated with planning, teaching and assessing pupils. They develop schemes of work and lesson plans in line with the curriculum objectives. These plans respond to the specific needs of the pupils in their class. Teachers facilitate learning by establishing a relationship with pupils. Teachers are responsible for ensuring the learning environment and the organisation of classroom resources are organised to promote effective teaching and learning.

Teachers foster appropriate social abilities to enable optimum development of all pupils according to their age and abilities. Teachers assess and record progress following the school assessment policy and at any time have a clear understanding of the attainment of the pupils in their class. Teachers provide connections to pupils' earlier learning and plan to develop pupils through engaging and relevant learning opportunities.

Tasks included in those of primary school teacher include the following:

- Teaching across all áreas of the primary school curriculum
- Taking responsibility for the progress of a class of primary age pupils and ensuring that all children are able to reach their maximum potential;
- Organising the classroom, corridors and learning resources to create a positive and engaging learning environment;
- Planning and delivering lessons that respond to the needs of the pupils within the class both in terms of ability and any additional specific needs;
- Maintaining discipline across the whole school;
- Marking work in a detailed and timely manner to provide constructive feedback that supports pupil development;
- Assessing pupils progress accurately and honestly to provide a clear indication of pupil attainment;
- Providing feedback to parents on pupil progress and behaviour both in formal termly meetings and informally through tutorias as required;
- Discussing the aims of the year with parents in an introductory meeting;
- Being prepared to coordinate activities and resources within a specific area of the curriculum and supporting colleagues within this area;
- Working effectively with colleagues for the benefit of all pupils;
- Staying up to date with changes and developments in British education, including any developments within the statutory curriculum requirements;
- Taking part in school events and activities that may include occasional evenings and weekends;
- Primary teachers are also required to possess personal skills including:
 - Ability to relate to children and their families;
 - A keen desire to help all children fulfill their potential;
 - Willing to act as a learner as well as a teacher;
 - Problem-solving skills;
 - Excellent personal levels of literacy and numeracy;
 - High level of planning and organisational skills;
 - Prepared to give up time outside of the school day when necessary for the pupils in their charge.