

Parkside Primary School

Job Description – Teacher



This appointment is subject to the current conditions of employment of teachers contained in the School Teachers' Pay and Conditions Document, The Education Act 1997, the required standards for Qualified Teacher Status, the new Teaching Standards (September 2012) and other current educational legislation and the school's articles of government.

The job description reflects the needs of the school currently. These may change over time and so may the activities and responsibilities of the post. This will be negotiated with you.

Job Purpose

- To teach pupils within the school.
- To carry out other associated duties which are reasonably assigned by the Headteacher.

Main Tasks

The professional duties of a teacher shall include:-

1. To be responsible to the Headteacher for teaching duties and responsibilities and for teaching tasks.
2. To teach, according to their educational needs the children of an allocated class, groups or groups according to the internal organisation of the school. The post requires you to teach children within the Nursery-Primary age range.
3. To control and oversee the use and storage of books and other teaching materials and resources provided for class use and to monitor them being aware of equal opportunities issues.
4. Maintain discipline in accordance with the school's behaviour policy.
5. To attend and contribute to meetings, discussions and management systems necessary to co-ordinate the work of the school as a whole.
6. To promote equal opportunities within the school and to seek to ensure the implementation of the school's equal opportunities policy.
7. To monitor and report to parents on the progress of children in their allocated class.
8. To assess children's achievements and progress and record this in accordance with arrangements agreed within the school.
9. To mark attendance registers.

10. To supervise the work of any other adults in your classroom where appropriate.
11. To carry out particular duties which the Headteacher may reasonably direct.

Co-ordinator Role

1. To organise and order resources relevant to an area of the curriculum.
2. To highlight developments within the curriculum area to colleagues.
3. To attend relevant Inset to ensure updated information is received by the school regarding the given curriculum area.
4. To maintain an overview of the given curriculum area and bring issues to the attention of the management team.