**St. John’s C of E Infant and Nursery School (VC)**

**KS1 Teacher Job Description**

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| **Post Title** | Teacher | |
| **Purpose** | * + To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum   + To monitor and support the overall progress and development of pupils as a teacher   + To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential   + To contribute to raising standards of achievement and maximising pupil attainment   + To share and support the school’s responsibility to provide and monitor opportunities for personal and academic growth   + To be committed to the safeguarding of children | |
| **Reporting to** | KS1 Leader and the Head of School/Executive Head Teacher | |
| **Liaising with** | Head Teacher/Senior Leadership Team, teaching and support staff, external agencies and parents. | |
| **Working Time** | 195 days per year full-time | |
| **Salary/Grade** | Main Pay Scale | |
| **Disclosure Barring Service** | Enhanced | |
| **MAIN (CORE) DUTIES** | | |
| **Teaching:** | | * + To teach pupils according to their educational needs, including the setting and marking of work to be carried out by the pupil in school and elsewhere   + To use teaching strategies which will stimulate learning appropriate to pupil needs   + To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required   + To contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils   + To undertake a designated programme of teaching   + To ensure a high quality learning experience for pupils which meets internal and external quality standards   + To prepare and update resources   + To maintain good order, discipline and respect for others; to promote understanding of the school’s rules and values; to encourage good practice with regard to punctuality, behaviour, standards of work and homework. To safeguard health and safety and to develop relationships with and between pupils conducive to optimum learning |
| **Operational/ Strategic Planning** | | * + To plan and prepare individual lessons, appropriate to the needs, interests, experience and existing knowledge of pupils   + To assist in the development of appropriate resources, marking policies and teaching strategies   + To contribute to the School Development Plan and its implementation. |
| **Curriculum Provision and Development:** | | * + To assist the Head of School, to ensure that the curriculum provides a range of teaching which complements the school’s strategic objectives   + To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of pupils |
| **Staffing**  **Staff Development:**  **Recruitment/ Deployment of Staff** | | * + To take part in the school’s staff development programme by participating in arrangements for further training and professional development   + To continue personal development in the relevant areas including subject knowledge and teaching methods   + To engage actively in the Performance Appraisal Review process   + To ensure the effective/efficient deployment of classroom support   + To work as a member of the KS1 team and to contribute positively to effective working relations within the school |
| **Quality Assurance:** | | * + To adhere to and to help to implement school quality procedures   + To contribute to the process of monitoring and evaluation in line with school procedures, including evaluation against quality standards and performance criteria.   + To implement modifications and improvement where required   + To review from time to time methods of teaching and programmes of work   + To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school |
| **Management Information:** | | * + To maintain appropriate records and to provide relevant accurate and up-to-date information for the school’s management information system   + To track the progress of pupils and use this information to inform your teaching and learning |
| **Communication:** | | * + To communicate effectively with the parents of pupils where appropriate   + Where appropriate, to communicate and co-operate with persons or bodies outside the school   + To follow agreed policies for communications in the school   + Attend meetings as appropriate |
| **Pastoral System:** | | * + To promote the general progress and well-being of individual pupils and of the class as a whole   + To liaise with the SENco to ensure the well-being and educational development of pupils   + To evaluate and monitor the progress of pupils and keep up-to-date pupil records as may be required   + To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved   + To communicate as appropriate, with the parents of pupils and with persons or bodies outside the school concerned with the welfare of individual pupils, after consultation with the appropriate staff   + To apply the behaviour management procedures so that effective learning can take place |
| **Other Specific Duties**: | | |
| * to play a full part in the life of the school community, to support its Strategic Commitment, Purpose and Intent and to encourage staff and pupils to follow this example * to promote actively the school’s policies * to continue personal, professional development * to comply with the school’s Health and Safety Policy and undertake risk assessments as appropriate * to attend meetings as determined in the meetings policy and as directed by the Head of School * to undertake any other duty as specified by School Teachers’ Pay and Conditions Document, not mentioned in the above * to comply with the school’s procedures concerning safeguarding and to ensure that training is accessed | | |
| 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. Employees are expected to maintain a standard of dress conducive to their position as professionals and in setting an example to pupils. | | |
| This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title. | | |

**October 2018**