



St Peter's Eaton Square C. of E. Primary School

Job Description: Teacher

Purpose

To carry out the functions of a teacher in accordance with the stated aims and objectives of the school and the Teachers' Standards and fulfil the duties of a school teacher as set out in the current Schoolteachers' Pay and Conditions Document.

Duties and Responsibilities

Planning and setting expectations:

- Plan and evaluate lessons reflectively.
- Identify and plan for clear teaching objectives, lesson content, structure and sequences appropriate to the subject matter and the pupils being taught.
- Set appropriate and challenging expectations for pupils' learning and motivation, building on prior knowledge and understanding.
- Identify pupils who have special education needs, and know where to get help in order to give positive and targeted support. Write, implement and keep records on Individual Education Plans (IEPs).
- Create an environment that emphasises academic, personal and social skills across the curriculum and that will contribute to children's knowledge and understanding in all areas.

Teaching and managing pupil learning:

- Ensure effective teaching of whole classes, groups and individuals so that teaching objectives are met, momentum and challenge are maintained, and best use is made of teaching time.
- Use teaching methods which keep pupils engaged, including stimulating pupils' intellectual curiosity, effective questioning and response, clear presentation and good use of resources.
- Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships.
- Deliver and promote a stimulating and creative curriculum effectively, where appropriate following programmes of study and schemes of work chosen by the school.
- Organise and lead educational visits, ensuring that risk assessments are completed and school policies are adhered to in order to ensure the health, safety and welfare of all participants.

Assessment and evaluation:

- Ensure that accurate assessment procedures are followed in line with school policy and to assess, measure and report on children's progress as required by the school.

- Mark and monitor pupils' work providing constructive oral and written feedback, setting targets for pupils' progress.
- Be accountable for pupils' progress.
- Secure progress towards pupil targets.

Relations with parents and wider community:

- Know how to prepare and present informative reports to parents in both written and verbal form.
- Recognise that learning takes place outside the school context and provide opportunities to develop pupils' understanding by relating their learning to real and work-related examples.
- Understand the need to liaise with agencies responsible for pupils' welfare.

Performance and development:

- Understand the need to take responsibility for personal professional development and to keep up to date with research and developments in pedagogy and in the subjects taught.
- Understand professional responsibilities in relation to school policies and practices, including safeguarding.
- Set a good example to pupils in presentation and personal conduct.
- Evaluate own teaching critically and use this to improve effectiveness.
- Be prepared to coordinate a subject area.
- Establish effective working relationships with professional colleagues including, where applicable, other agencies.

Managing resources:

- Select and make good use of ICT, textbooks and other learning resources which enable teaching objectives to be met.
- Communicate and consult with parents over all aspects of their children's education – academic, social and emotional, in liaison with the Headteacher and Senior Leadership team (SLT).

General duties:

- To take responsibility for and promote the safeguarding and welfare of all pupils at all times.
- Recognise health and safety as a responsibility of every employee; to take reasonable care of self and others and to comply with the school's health and safety policy and all school procedures.
- Uphold the values and ethos of our Church of England School; promote Christian and British Values.
- Ensure that school policies are reflected in daily practice.
- Lead acts of collective worship in accordance with school ethos and procedures.
- Arrange and contribute to whole school events as directed.
- Carry out any reasonable request of the Headteacher, or the Assistant Headteacher in the Headteacher's absence.