Wey House School

Job Title/Post: Teacher Job Description

Grade: Main Pay Scale/Upper Pay Scale + SEN Allowance

Contract: Fixed Term

Responsible to: Headteacher

Application: Application Form.

**Core Purpose**

To carry out the professional duties of a teacher as set out in the current edition of the School Teacher’s Pay and Conditions Document.

To ensure that all teacher standards are met to a high standard. For UPS teachers, it is expected that the post-threshold standards are fully met.

The following details are a summary of the major tasks expected of the class teacher as set out in the School Teacher’s Pay and Conditions Document.

**Knowledge and Understanding**

* Understand the structure and balance of the National Curriculum and other associated areas such as National Literacy and Numeracy Strategies.
* Have detailed knowledge and understanding of the programmes of study and level descriptors with particular emphasis on the core subjects
* Are familiar with the Code of Practice on the identification and assessment of special educational needs and implement and keep records on individual education plans for pupils as necessary.
* Broadly understand the requirements and progression for children through the primary phase.
* Use recent monitoring and inspection evidence as well as personal reflection/training to develop good quality teaching.
* Be familiar with health and safety issues, including subject specific, child protection procedures and positive behaviour management plans.

**Planning, Teaching and Class Management**

* Be able to work with children across the primary age range
* Plan teaching to achieve progression in pupils learning
* Identifying clear learning objectives specifying how they will be taught and assessed and ensuring the best use of teaching time
* Settings tasks for the whole class, groups and individuals which challenge pupils.
* Use a variety of teaching strategies and ensure high levels of pupil engagement.
* Setting appropriate and demanding expectations.
* Providing clear structure for lessons, maintaining pace, challenge and high pupil engagement
* Make effective use of assessment information
* Plan opportunities to contribute to pupils personal spiritual, moral, social and cultural development.
* Set high expectations for pupils behaviour and follow school’s behaviour policy.
* Establish a safe, supportive and stimulating learning environment.
* Use a range of teaching methods to sustain the momentum of pupils work and engage all pupils.
* Ensuring that the curriculum is differentiated so that tasks and activities are matched to the ability of the children, allowing them to make good progress.
* To understand and follow the schools behaviour policy at all times.

**Monitoring, assessment, recording, reporting and accountability**

* Assess how well learning objectives have been met and use this assessment to improve specific aspects of teaching
* Mark and monitor work providing constructive feedback and set targets for pupils progress
* Assess and record each pupil’s progress systematically and use records to ensure that pupils make good or better progress
  + - Check that pupils have understood and completed work set
    - Monitor strengths and weaknesses
    - Inform planning
    - Ensure that children continue to make good or better progress
* Write reports as required by statutory requirements
* Ensuring careful and ongoing assessment of the pupils’ learning to inform further planning and to secure rapid and good progression

**Other professional requirements**

* Establish effective working relationships with professional colleagues
* Set a good example to the pupils through your presentation, personal and professional conduct
* Take responsibility for your own professional development, including knowledge of school policies and procedures
* Liaise effectively with parents and carers and other agencies
* Are aware of the role and purpose of the school governing body
* Contribute to the whole school ethos by taking a leading role in a curriculum area
* Contributing and co-operation with other staff and professional agencies as appropriate to the needs of the children
* Being a team player and joining in whole school activities
* To take responsibility for a curriculum area within the school. It is our expectation at Wey House School that all teachers (with the exception of NQT’s) take on a whole school area of responsibility.
* Undertake other duties, which may be reasonably assigned by the Headteacher to ensure the smooth running of the school.

**Key Organisational Objectives**

The Post holder will contribute to the school’s objectives in service delivery by:

* Enactment of Health and Safety requirements and initiatives as directed
* Ensuring compliance with Data Protection legislation
* At all times operating within the school’s Equal Opportunities framework
* Commitment and contribution to improving standard for pupils as appropriate

**Conditions of Service**

Governed by the National Agreement on Pay and Conditions of service, supplemented by local conditions as agreed by the governors.

**Special Conditions of Service**

The Post holder may be required to work outside of normal school hours on occasion (e.g. to attend Full Governing Body and/or Committee Meetings, etc), with due notice.

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Oder 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

**Equal Opportunity**

The Post holder will be expected to carry out all duties in the context of and in compliance with the School’s Equal Opportunities Policies.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level not specified in this job description.

This job description in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.