



### **Job Description**

**Job Title:** Teacher

**Responsible to:** The Principal, via the Head of Junior School, Deputy Head of Junior School and appropriate Junior School Depute.

The following list of duties and responsibilities is not exhaustive. All Junior School Teachers will have a responsibility for the following areas:

- **Curriculum**
- **Attainment**
- **Learning and Teaching**
- **Support for Pupils**
- **Ethos**
- **Resources**
- **Management, Leadership and Quality Assurance**

#### **Curriculum**

- Have secure knowledge and understanding of the theory and practical skills required in the curriculum area to be taught.
- Understand how to match the level of the curriculum area to be taught to needs of pupils.
- Have an understanding of the principles of structure, breadth, balance, continuity and progression in the curriculum.
- Have a sound working knowledge of current, relevant legislation and of guidelines within and surrounding education such as documents relating to children's rights and child protection.
- Understand and can apply, in an educational context, the principles of equality of opportunity and social justice and of the need for anti-discriminatory practice.
- Have knowledge and understanding of the organisation and management of Heriot's including: school development planning; procedures for staff development and review; quality assurance and school improvement; and the relationships of these features to their responsibilities for classroom learning and teaching.
- Follow school administrative procedures in matters to do with immediate teaching responsibilities, eg use of resources and assessment records.
- Understand the importance of reporting to parents or guardians on children's progress and discussing matters related to their children's personal, social and emotional development in a sensitive and productive way.

#### **Attainment**

- Understand and apply the principles of assessment, recording and reporting.
- Use the results of assessment to evaluate and improve their teaching, and the learning and attainment of the children they teach.

- Select and use a range of assessment instruments, including national Assessments and NFER screening, to promote and monitor learning, as an integral part of the teaching process, without dominating it.
- Monitor progress against national standards and individual targets, confirm attainment of learning outcomes, and set next steps in learning.
- Ensure feedback from assessment is given in a positive and encouraging manner and that pupils have experience of success.

## **Learning and Teaching**

- Articulate their professional values and practices and relate them to theoretical principles and perspectives.
- Plan coherent and progressive teaching programmes which match their pupils' needs and abilities and justify what is taught.
- Communicate the purpose of lessons and activities and give explanations in a stimulating manner at an appropriate level.
- Set and mark homework which is varied in form with clear purpose in relation to class work.
- Have high expectations of, and set realistic challenges for, pupils.
- Work co-operatively with other professionals and adults.
- Organise and manage classes and resources to achieve safe, orderly and purposeful activity.
- Manage pupil behaviour and classroom incidents fairly, sensitively and consistently, making sensible use of rewards and sanctions, and see the advice of colleagues when necessary.

## **Support for Pupils**

- Take account of arrangements for ensuring the care, welfare and protection of pupils.
- Make every effort to meet the emotional, physical and social needs of pupils.
- Enable pupils to develop positive attitudes to learning.
- Identify the needs of pupils in consultation with Class Teachers, Support for Learning Staff, Enrichment Staff, Able Child Co-ordinator and JSMT.
- Make effective use of S6 pupil helpers as required.

## **Ethos**

- Promote equality, fairness and social inclusion
- Take responsibility for professional learning and development.
- Value, respect and be an active partner in the Heriot community.
- Participate in the Junior School Assembly programme.
- Be aware of the Heriot's Foundation.
- Actively promote a strong and positive relationship with Heriot's parents and carers.
- Create a positive atmosphere based on mutual respect between staff and pupils.
- Contribute to the Heriot's extra-curricular programme.

## **Resources**

- Make best use of accommodation and resources.
- Identify appropriate resources to allow effective delivery of the curriculum.

## **Management, Leadership and Quality Assurance**

- Reflect on and act to improve own professional practice, contribute to professional development and engage in the process of curriculum development.

- Convey an understanding of practice and general educational matters in professional dialogue and communication.

### **Personal Skills and Attributes**

- Appropriately qualified and successful teacher of Primary Education
- Proven ability to relate well to and communicate effectively with parents, staff and pupils.
- Enthusiasm, resilience and warmth
- Understanding and commitment to the Heriot's aims and values.
- Confidence and ability to deal with sensitive issues affecting pupils and parents
- Ability to prioritise effectively and to work under pressure and to tight deadlines.

### **Additional Information**

Heriot's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. This post is considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007 and the successful candidates will be required to obtain membership of the PVG scheme.

*George Heriot's School is governed by George Heriot's Trust, Scottish Charity number SC011463*