

## **BAMFORD PRIMARY SCHOOL**

### **JOB DESCRIPTION**

|                              |  |
|------------------------------|--|
| Position:                    | Full time (Fixed Term for 1 academic year) |
| Curriculum Responsibilities: | To be confirmed                            |
| Responsible to:              | Headteacher                                |

#### **Purpose**

To carry out the duties of the Teacher in accordance with the Teachers Pay and Conditions Document and other relevant statutory provisions.

Key functions of the role include:

- To support, contribute to and promote the aims, values and ethos of the school
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils, incorporating the National Curriculum requirements and in line with the curriculum plan and policies of the school.
- To facilitate, support, plan for and monitor the overall progress and development of a designated group of pupils.
- To foster a learning environment and educational experience that provides students with the opportunity to fulfil their individual potential.
- To share in the development of the school curriculum, courses of study, teaching materials, teaching programmes, methods of teaching and assessment and their review
- To support and contribute to the school's responsibility for safeguarding children and colleagues.

#### **Responsible For**

- Directing and supervising the work of teaching assistants
- Co-operation and liaison with other professionals, including fellow staff and colleagues from external agencies (for example, specialist teachers from the LEA support services, health professionals and social workers).

#### **Generic Responsibilities**

- To teach pupils in their assigned group according to their educational needs, including the setting and marking of work to be carried out by the students in school and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of assigned pupils and keep such records as are required by the school's systems.
- To ensure a high quality learning experience for pupils, which meets internal and external quality standards.
- To use a variety of delivery methods appropriate to students' learning styles and the varying demands of the curriculum.

- To provide a positive, and conducive and safe learning environment, encouraging high standards in punctuality, presentation of work and relationships.
- To set high expectations for pupils' behaviour and maintain a good standard of discipline through well focused teaching, fostering positive relationships and implementing the school's behaviour policy.
- To contribute to the development of the school curriculum, teaching methods and their review in accordance with the most recent Teachers' Pay and Conditions Document.
- To be responsible for the leadership of an area(s) of the school curriculum, including ensuring a relevant and appropriate curriculum policy is produced and reviewed, according to the school's schedule, and is complimented by associated schemes of work.
- To support colleagues to assess and develop the quality of teaching in a designated subject/subjects according to the curriculum development plan through staff meetings, directed time and dedicated time depending on the task.
- To monitor and evaluate learning within the curriculum area(s) in line with the school's monitoring cycle. (This may include observation or use other approaches, work sampling, planning, review etc).
- To collate and analyse information relating to the standards achieved in the curriculum area for presentation to the Leadership Team.
- To audit resources in the curriculum area.
- To secure and allocate the resources necessary to deliver the curriculum area(s) within an allocated budget.
- To advise and support other members of staff on the content and delivery of the curriculum area(s).
- To identify and secure provision of appropriate in-service professional development in relation to the curriculum area, with the support of the Leadership Team.
- To contribute to the formulation and evaluation of the school's assessment practice in relation to the area(s) of the curriculum for which lead responsibility is held.
- To support and adhere to the school's quality assurance procedures.
- To communicate effectively with parents of pupils and with persons or bodies outside the school who are concerned with the welfare of students, after consultation with appropriate staff.
- To contribute to the personal, social, health, citizenship and enterprise education of pupils according to school policy.
- To work as a member of a designated team and contribute positively to effective working relationships within the school.
- To actively engage in performance management.

- To contribute to the formulation and implementation of the School Improvement Plan and associated action plans, as appropriate.

#### Other duties

- To play a full part in the life of the school community, and support its ethos.
- To follow and actively promote the school's policies.
- To comply with health and safety policy and undertake risk assessments as appropriate.
- To actively pursue own personal and professional development.
- Any other reasonable duties.