

BAMFORD PRIMARY SCHOOL **JOB DESCRIPTION**

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

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 paragraphs 65.6 and 65.11.4 of the 2004 version of the Teachers' Pay and Conditions Document.
- To be responsible for the co-ordination 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.