



## Teacher Main Pay Range Job Description

This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

As a Main Pay Range Teacher, you are required to be competent in all elements of the Teacher Standards, to discharge the Teachers Responsibilities as set out in the Contractual Framework for Teachers of the School Teachers Pay and Conditions Document and to act in accordance with the school's ethos, policies and practices, under the direction of the Headteacher.

### Your responsibilities as a whole school team member are:

- To support the Headteacher and promote the development of the pupils and the school aims by carrying out your duties and responsibilities pro-actively and conscientiously.
- To promote the school's aims and ethos.
- To promote and use all school policies, systems and administration efficiently.
- Participation in the wider life of the school by supporting extra-curricular activities and attending fund raising and social events, promoting positive relationships between staff and home and school.
- To work collaboratively and effectively with colleagues to ensure the harmonious and smooth daily running of the school.
- To have regard to the school's equality policies at all times ensuring the promotion of equal opportunities in all aspects of your provision.
- To have the welfare and care of all children as a priority when carrying out your responsibilities.
- To share responsibility for and commitment to safeguarding and promoting the welfare of children.
- To be flexible and adaptable in the responsibilities you will assume.

### Your responsibilities as a teacher are:

- Plan and teach lessons and sequences of lessons to the class(es) you are assigned to teach within the context of the school's plans, curriculum and schemes of work in order to achieve target levels of pupil attainment, progress and outcomes.

**Headteacher: Sue Hawker**  
**Lime Tree Primary School**  
**South Bank Terrace, Surbiton KT6 6DG**  
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- Work with the special educational needs coordinator (SENCO) to ensure the curriculum meets the needs of all pupils, including disadvantaged pupils and those with special educational needs and/or disabilities
- Work with subject leaders to understand how their subject is developed at the EYFS
- The provision and teaching of lessons and activities to cover the requirements of the EYFS or National Curriculum, taking into account the full range of needs and learning styles of the pupils in the class.
- To ensure that achievement and attainment are very good for all children.
- Completion of all school planning, assessments, records and reports.
- Participation in meetings and activities that form a part of the working week for teaching staff.
- To ensure positive communication with parents/carers and other visiting professionals to support the achievement and attainment of pupils.
- To participate in extra-curricular activities by negotiation with the Headteacher.

**Your responsibilities as a Core Subject Leader are:**

- To audit and monitor your subject(s) - resources, provision and attainment - across the school through:
  - Managing and monitoring effective assessment and recording systems.
  - Analysing baseline and tracking data to inform target setting/curriculum development in your subject(s).
  - Monitoring planning for provision/coverage and, when appropriate, teaching and learning within the classroom in your subject(s).
  - Monitoring planning to ensure the tasks and delivery engage and excite children and help them to 'learn to learn' i.e. enquiry and thinking skills with emphasis on process.
  - Sampling work across the year groups to ascertain pace of progress, levels of attainment, continuity and progression at least twice a year.

- Making a termly verbal report to the Headteacher regarding development, progress and attainment and providing written reports, as required (e.g. for the Governing Body).
- Maintaining a file that demonstrates your planning and assessments.
- To model outstanding teaching and support others through constructive monitoring (observations, work scrutiny and planning etc.)
- To deliver and/or arrange staff training to meet identified needs.
- To maintain your expertise and knowledge of your subject(s) through professional development and reading of the educational press and research papers.
- Participate in arrangements for the appraisal and review of your own performance and, where appropriate, that of other teachers and support staff.
- To promote your subject(s) throughout the school by informing colleagues of any developments, putting up displays of work and providing guidance on resources.
- To ensure school policy and schemes of work for your subject(s) are appropriate and in line with the ethos of the school, match the requirements of the National Curriculum and support high expectations and attainment.
- To identify key areas of strength and plan for improvement in your subject(s), identifying resource needs and costing.
- To proactively support the Headteacher in identifying whole school areas for improvement, setting and achieving targets (to be set out in the School Improvement Plan and subject action plan).
- To monitor progress against both plans.

Signed: ..... Signed: .....

*Teacher*

*Headteacher*

Date: ..... Date: .....

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