

EDITH CAVELL ACADEMY & NURSERY

JOB DESCRIPTION

POST TITLE:	<b>Teacher</b>
RESPONSIBLE TO:	Line Manager and Headteacher
RESPONSIBLE FOR:	All staff in their sharing of delivery of the Primary experience of teaching and learning requirements
GRADE:	MPS
POSTHOLDER:	TBC

GENERAL RESPONSIBILITIES:

1. To carry out the general and specific professional duties as set out in the School Teachers Pay and Conditions Document.
2. To enable young children to make good progress in their learning.
3. To assist all pupils to develop emotional security, self-belief and mature social skills.
4. To assist all children to develop a love of learning and an excitement about coming to school each day.
5. To maintain clear, effective lines of communication between education staff, and the senior management team.
6. To be conversant with, and work towards, fulfilling the school's aims and objectives as laid out in that policy document.

SPECIFIC DUTIES:

1. To be responsible for the teaching to a specified class group.
2. To monitor objectively the quality of relationships between pupils, between staff and pupil, and between staff, with the constant aim of improvement.
  - To develop a clear view of the nature of their contribution to the wider curriculum of the school, across the age range.
  - To provide advice and documentation to help teachers to work collaboratively with your particular class group and inter-relate their specific subjects.

- To play a major part in organising the teaching and the resources of the subjects so statutory requirements are covered:
    - monitoring of teaching, learning and assessment and reporting practices
    - contribute to the overall evaluation of work in their subjects against agreed criteria: to evaluate standards of achievement; to identify trends and patterns in pupils' performance
    - in consultation prepare agreed written policies and schemes of work, and where required present them to the Board of Governors
  - To co-ordinate and advise on aspects of the year group in any cross-curricular or multi-disciplinary approach.
3. To assist in the professional development of colleagues by involvement in relevant aspects of the School's Staff Support and Development Programme.
  4. To establish with the teaching team appropriately high levels of expectation by setting down clear guidance for pupils for establishing good standards of behaviour and achievement within the school, including the careful presentation of work and the care of books and equipment.
  5. To take and participate in Staff Meetings with colleagues in the development and implementation of changes in policies, syllabuses, materials and schemes of work especially in the context of the whole school curriculum.
  6. To carry out a share of supervisory duties in accordance with published rosters.
  7. To participate in meetings with colleagues and parents.
  8. To carry out any other duties that the Headteacher may reasonably request.

#### WORKING TIME:

This job description allocates responsibilities and duties but does not direct the particular amount of time to be spent on carrying them out and no part of it may be construed. In allocating time to the performance of responsibilities and duties the postholder must use directed time in accordance with the School Teachers Pay and Conditions Document and the Trust's policies and the Academy's plans on the use of time.

#### REVIEW:

The job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the postholder through the School's Staff Support and Development Programme. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the postholder's professional responsibilities and duties.