



Holy Trinity CE (C) Primary School

Job Description – Teacher

Post: Classroom teacher

Department: Education

Establishment: Holy Trinity CE(C) Primary School

Responsible to: Headteacher

Liaison with:

Teaching Staff

Learning Support Assistants

Parents

Advisors

All professional staff involved in the education and care of the children

Main Duties and Responsibilities

Each teacher employed at Holy Trinity CE(C) Primary School shall carry out the professional duties of a teacher as written in “Conditions of Employment of Teacher – School Teachers Pay and Conditions Document ” as agreed nationally.

Teachers will:-

Teaching and learning

1. Encourage a stimulating learning environment which will develop the whole child
2. Carry out teaching duties in accordance with the school's schemes of work and the National Curriculum
3. Liaise with colleagues to deliver units of work in a collaborative way
4. Work with learning support assistants and the SENDCO
5. Set targets for student attainment current attainment area
6. Set work for students absent from school (linking in with school's Remote Learning Plan)
7. Encourage an appreciation of acceptable standards of social behaviour
8. Decide upon an effective method of classroom management to suit the needs of all children
9. Follow school's distinctive Christian ethos and encourage and develop children's core values and beliefs

Assessing and reporting

1. Record students' work
2. Maintain lesson evaluations
3. Mark and return work within agreed time span, providing feedback and targets
4. Provide assessment reports to monitor student progress
5. Liaise with parents and attend consultation evenings
6. Work within the Code of Practice relating to Special Educational Needs
7. To follow our assessment and reporting policy

Standards and quality assurance

1. Support the aims and ethos of the school
2. Set a good example in terms of dress, punctuality and attendance
3. Attend and participate in open evenings and student performances
4. Uphold the school's behaviour code and uniform regulations
5. Participate in staff training
6. Attend team and staff meetings
7. Develop links with governors, LA and neighbouring schools
8. Establish good relationships with children, parents and staff

Personal qualities

- Able to use own initiative
- Dedicated
- Hard working
- Versatile
- Conscientious
- Reliable
- Kind and caring personality