



Cavendish Primary School

JOB DESCRIPTION:

Post commences: 1st September 2022

Responsible to: The Headteacher

At Cavendish we offer an exciting education and are committed to ensuring that all children achieve their potential whilst nurturing a love of learning. Our aim is for children to develop into confident, happy and socially well-adjusted young people with all the skills necessary to allow them to make a positive contribution to society. We celebrate success and encourage independence.

In line with the Teachers' Standards, teachers make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

Main Purpose of the job:

To carry out the duties of a main pay scale teacher as set out in the School Teachers' Pay and Conditions document.

Teaching and Learning:

- To create a supportive, purposeful and focused atmosphere in the classroom which positively promotes high standards and celebrates pupil achievement
- To teach effective lessons that are consistently good or better, ensuring they are compatible with the lesson objectives and include suitably challenging and differentiated activities to enable all pupils to make rapid and sustained progress, including those with special educational or English language needs and the most able
- To produce appropriately detailed curriculum planning, in line with the school's schemes of work, showing breadth, balance and depth in accordance with agreed school format with learning intentions and assessment activities clearly indicated
- To clearly explain lesson objectives to ensure pupils understand the learning intentions and criteria for success and know what they need to do to improve their work
- To set challenging, specific, individual targets for pupils you teach which promote maximum achievement and monitor children's achievement towards their targets, according to agreed school policy procedures
- To mark children's work carefully, indicating what improvements are required and how they can be achieved. Marking should praise achievement, point out the next steps and/or indicate progress towards individual targets as appropriate
- To maintain appropriate records and evidence of children's progress and make them available as required to your team leader and the Headteacher, sharing any concerns that are indicated
- Input into the target setting process for raising achievement pupils and feedback to the Headteacher

- To complete pupil reports as the Local Authority or Headteacher may need from time to time e.g. to evidence special educational need
- To participate in meetings with parents concerning pupil progress and behaviour, ensuring that the pupil's targets are communicated to parents and their progress towards them
- To set and mark homework according to school policy and procedures
- To lead by example to ensure a stimulating and well organised learning environment

Behaviour and safety:

- To be aware of, and abide by, the school policy on safeguarding to promote the safety and well-being of all pupils
- To maintain good order and discipline among pupils, in accordance with the school's Behaviour Policy, so that they are aware of the school's expectations and values and conform to a framework of clear and sensible rules

Leadership and management:

- To work collaboratively with colleagues in the year group and phase team
- To lead and manage an aspect of curriculum or pupil development to secure co-ordinated outcomes across the whole school (or if in the first year of teaching to work with a colleague to co-lead an area)

Professional development:

- To attend all phase and staff meetings including INSET days and twilights

Cavendish community:

- To contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support Cavendish's values and vision
- To collaborate and work with colleagues and other relevant professionals within and beyond the school to secure pupil achievement, progress and well-being and to establish and embed whole school initiatives
- To foster effective communication with parents and members of the community, ensuring that parents are well informed about their child's learning
- To make a positive contribution to the wider life and ethos of the school with opportunities beyond the classroom, in line with personal strengths and interests and/or areas of responsibility e.g. leading a school club

Personal and Professional Conduct:

- Demonstrate consistently high standards of personal and professional conduct and emotional intelligence
- Treat all pupils with respect and care
- Ensure that personal beliefs are not expressed in a way that undermines the school ethos
- Maintain high standards in attendance and punctuality
- Uphold the school's staff code of conduct at all times