Whitley & Eggborough Community Primary School

Head Teacher: Mrs A Coventry

Learning Lane, Whitley, Goole, DN14 0WE

Tel: 01977 661247



**JOB TITLE:** Teacher

**GRADE:** MPS 1 - 6

**RESPONSIBLE TO:** Headteacher

**RESPONSIBLE FOR:** Class

Deployment of support staff allocated (where relevant)

**JOB PURPOSE**:

Topromote effective learning, appropriate achievement and educational, social and

personal progress of all pupils for whom the teacher is designated as being responsible,

consistent with the aims of the school and the unique needs of each individual.

**KEY RESPONSIBILITIES:**

**1.** Develop and maintain an up-to-date knowledge and understanding of the areas of teaching and pupil support for which you are responsible

2. Plan work to meet the learning needs of allocated pupils in a consistent and effective way.

3. Use appropriate teaching and classroom management strategies to motivate pupils and enable each to progress

4. Work with other team members i.e. Inclusion Manager to ensure all pupils are provided with the appropriate support

4. Monitor the progress of pupils for whom you are responsible to set expectations and give constructive feedback

5. Maintain appropriate records to demonstrate progress made by pupils

1. Participate fully in professional development activities, staff meetings and team meetings to develop practice further, sharing the learning from these as appropriate
2. Make an active contribution to the policies and aspirations of the school
3. Support the aims and vision of the school
4. Set a good example in terms of professional behaviour, dress, punctuality and attendance
5. Attend and participate in parents’ evenings and pupil performances and other events throughout the year
6. Uphold the school's behaviour code and uniform regulations
7. Be able to demonstrate how you have contributed to the wider aspects of school life
8. Develop links with area governors

**CURRICULUM AREA LEADER ROLE:**

**All members of the teaching staff have an integral curriculum responsibility and leadership role in addition to their teaching responsibilities. In carrying out the role of the curriculum area leader, bearing in mind the priorities of the School Development Plan, the holder should work with others in the team and aim to:**

1. Keep up to date with developments and thinking, legal requirements and the LA initiatives through attendance at courses, reading, study and meetings.
2. To prepare, review and update policy documents, guidelines and/or scheme of work, record keeping systems and assessment in accordance with guidelines
3. Establish and lead the strategic development of the responsibility areas consistent with the agreed aims and policies of the school.
4. Secure and sustain effective learning for pupils through leading the well-planned and effectively organised teaching within the responsibility areas, including the professional development of staff.
5. Lead, manage and support staff and pupils within the responsibility areas to sustain motivation and commitment to high standards of learning and care
6. Plan and be accountable for the effective deployment of allocated resources to secure high quality learning experiences
7. To monitor and evaluate the teaching and learning in the responsibility areas and report to the headteacher in accordance with school procedures
8. Advise the headteacher and governors of suitable developments for the effective teaching in or management of the responsibility areas.
9. To collect examples of assessment and/or work (annotated in line with school policy)
10. Maintain subject leader files and portfolios of work
11. Meet the National Standards for Subject Leaders

**OTHER DUTIES AND RESPONSIBILITIES**

1. To fulfil all of the requirements and duties set out in the current Pay and Conditions Documents relating to the conditions of employment of teachers
2. To fulfil all of the responsibilities and duties required by the School’s policies on teaching and learning.
3. To achieve any performance criteria or targets arising from the School’s Performance Management arrangements
4. Meet the Professional Standards for Teachers

This job description will be reviewed annually. The duties outlined in this job description may be modified by the head teacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications** | * Teaching certificate | * Degree or relevant post-graduate certificate. * Evidence of continuing professional development. |
| **Experience** | * Teaching experience (ECT applications are welcome) | * Ability and willingness to lead a curriculum subject throughout the school. |
| **Attributes** | * Have a suitability to work with children and young people. * Have the ability to form and maintain appropriate relationships and personal boundaries with children, young people and adults * Be trustworthy and loyal with the best interests of the school as priority. * Be aware and able to follow school policies, including Code of Conduct. * A team player who can work well together as a whole staff. * Personal impact and presence. * Resilience in challenging and changing environments * Have emotional resilience in working with challenging behaviours and appropriate attitudes to the use of authority and maintaining discipline. * Willingness to be adaptable / flexible. * Be committed to the promotion of equal opportunities and inclusion throughout the school. * Be able to develop and maintain professional personal relationships. * Be able to communicate effectively with pupils, staff, parents, governors and visitors. * Be committed to further professional development. * Be computer literate. | * A good sense of humour |