

Ordsall Primary School Teaching Post – Job Description



School: **Ordsall Primary School**
Salary: **Main Pay Range / Upper Pay Range**
Responsible to: **Headteacher**



Core Requirements of the Post

As a Teacher, you shall carry out the professional duties of a school teacher as circumstances may reasonably require, as provided for under the relevant sections of the School Teachers' Pay and Conditions Document.

In addition to the duties specified within the section "Particular Responsibilities", you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases. This job description does not form part of the Contract of Employment.

You are required to carry out your duties in line with the stated ethos and principles of the school and in line with your responsibility for promoting and safeguarding the welfare of children and young persons for whom you are responsible or come into contact with.

You are required:

- To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures.
- To report any causes for concern relating to the welfare and safety of children to the designated person and the Headteacher, or if unavailable, the designated safeguarding governor or a member of the senior leadership team.
- To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on any or all of them. The Headteacher is responsible for maintaining a time budget on which you have been/will be consulted. You will be granted access to this at any reasonable time by arrangement with the Headteacher.

Particular Responsibilities

The post requires you to:

- Teach pupils within the allocated age range in accordance with the professional duties of a teacher.
- Take an equitable share of whole-school curriculum care and management responsibilities.
- Carry out your duties in line with the key tasks and management procedures of the school.

Areas of Responsibility and Key Tasks

Planning, Teaching and Class Management

Teach allocated pupils through appropriate planning to achieve progression of learning by:

- Identifying clear teaching objectives and specifying how they will be taught and assessed;
- Setting tasks which challenge pupils and ensure high levels of interest;
- Setting appropriate and demanding expectations;
- Setting clear targets, building on prior attainment;
- Identifying pupils with SEND or pupils who are very able;

You will:

- Provide clear structures for lessons, maintaining pace, motivation and challenge;
- Make effective use of assessment and ensure coverage of programmes of study;
- Ensure effective teaching and best use of available time;
- Monitor and intervene to ensure sound learning and discipline.

Use a variety of teaching methods to:

- Match approach to content;
- Structure information;
- Present key ideas and use appropriate vocabulary;
- Use effective questioning;
- Listen carefully to pupils;
- Address errors and misconceptions;
- Select appropriate learning resources;
- Develop study skills through library, ICT and other sources.

You will:

- Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- Evaluate your own teaching critically in order to improve effectiveness.

Monitoring, Assessment, Recording and Reporting

You will:

- Assess how well learning objectives have been achieved and use this information to improve specific aspects of teaching;
- Mark and monitor pupils' work and set targets for progress;
- Assess and record pupils' progress systematically;
- Maintain records to ensure work is understood and completed;
- Monitor strengths and weaknesses;
- Inform planning through assessment information;
- Recognise and record the level at which pupils are achieving;
- Prepare and present informative reports to parents.

Other Professional Requirements

You will:

- Have a working knowledge of teachers' professional duties and legal liabilities;
- Operate at all times within the stated policies and practices of the school;
- Establish effective working relationships and set a good example through presentation and personal and professional conduct;
- Endeavour to give every child the opportunity to reach their potential and meet high expectations;
- Contribute to the corporate life of the school through participation in meetings and management systems necessary to coordinate the management of the school;
- Take responsibility for your own professional development and duties in relation to school policies and practices;
- Liaise effectively with parents and governors.

You are also required:

- To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures.
- To report any causes for concern relating to the welfare and safety of children to the designated person and the Headteacher, or if unavailable, the designated safeguarding governor or a member of the senior leadership team.
- To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school.

This job description should be read in conjunction with the School Teachers' Pay and Conditions Document and the Teachers' Standards.