



TEACHERS – JOB DESCRIPTION

The Postholder:

- Is responsible to the Headteacher in all matters
- Interacts on a professional level with colleagues

This job description should be read in conjunction with the current School Teachers' Pay and Conditions Document and the provisions of that document will apply to the post holder.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher; and the Headteacher, or other Senior Manager if appropriate, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed at least annually and any changes will be subject to consultation. The school's Grievance Procedure will be used to resolve any dispute arising out of the job description. Other relevant policies may be the Stress at Work Policy and the Dignity at Work Policy.

AREAS OF RESPONSIBILITIES AND KEY TASKS

- You will be expected to carry out the professional duties of a teacher as outlined in the School Teachers' Pay and Conditions Document currently in operation, or any subsequent legislation.

TEACHING

- Help develop and maintain a curriculum in line with the school policy to meet the needs of individual children in the class.
- Monitor and evaluate the curriculum and review planning, assessment, record keeping and reporting procedures as and when requested.
- Under the direction and guidance of the Leadership Team, actively contribute to and support the development of one or more specified curriculum aspects or areas of pupil and/or staff development.
- Ensure efficient use and maintenance of all material teaching resources within the classroom and working environment and ensure available resources are used effectively to support the curriculum.

LEARNING AND TEACHING

- Help to formulate and produce coherent long, medium and short term planning which ensures continuity and progression, takes into account the needs of the whole school as well as individual pupils and encourages the development of independent learning.
- Employ a range of suitable learning and teaching strategies and styles to ensure effective learning.
- Present appropriately demanding subject content, skills and understanding in a clear and stimulating manner, thereby motivating and sustaining the interest of pupils and raising levels of attainment.
- Develop, maintain and use resources appropriate to chosen learning objectives.
- Ensure the effective deployment of teaching assistant support in the classroom.

- Analyse and evaluate the children’s learning to inform future planning and teaching and learning activities.
- Create and maintain an orderly, safe, stimulating and informative classroom environment. Take care of the presentation and maintenance of whole school environment and encourage others to do so.
- Set pupil targets, assess progress and maintain records in accordance with school policy.

PASTORAL CARE

- Develop positive relationships with all children and promote their general progress, achievements, well-being and participation in all aspects of school life.
- Maintain a positive approach to child management, supporting the school’s policies relating to attendance, punctuality and behaviour.
- Provide opportunities that contribute to the quality of the children’s wider educational development, including their personal, spiritual, social, moral and cultural development.
- Ensure that Safeguarding procedures are understood and fully implemented.

RELATIONSHIPS WITH PUPILS, PARENTS/CARERS AND THE WIDER COMMUNITY

- Develop positive links with parents/carers, Governors, and the local community by supporting the school’s approach to community involvement and cohesion, including participation in school events.
- Report appropriately to parents/ carers on the needs and progress of their children.
- Encourage the involvement of parents/ carers in the education of their children and respond promptly to queries and concerns.
- Uphold the school’s links with the local community, pre-schools, local schools, LA, ODST and other external agencies.

PERFORMANCE MANAGEMENT AND PROFESSIONAL DEVELOPMENT

- Take shared responsibility for your own continuing professional development by participating in a range of professional development opportunities e.g. staff training, staff meetings, INSET days, LA, ODST and other external training.
- Actively engage in the annual appraisal review process in accordance with the school’s policy and national guidance.

GENERAL RESPONSIBILITIES

Taking appropriate responsibility for one’s own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising concerns with an appropriate manager. To undertake any other duties that may be reasonably assigned by the Headteacher.

The post holder is required to safeguard and promote the welfare of children.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers’ Pay and Conditions Document as they relate to teachers.