

**Framework for job descriptions for teachers with teaching and learning responsibility payments. All staff covered by STPCD.**

## **BIRMINGHAM CITY COUNCIL**

**SCHOOL**                      Birches Green Infant School

**SALARY SCALE:**                      Main Pay Scale

### **JOB DESCRIPTION**

**Effective From:**                      01 September 2021

**Job Title/Post:**                      1 year fixed term Full-Time Maternity cover

**Responsibility:**                      Classroom Teacher

**Responsible to:**                      Head Teacher

### **Core Purpose:**

To meet the requirements of:

- A teacher as set out in the School Teachers' Pay and Conditions Document
- The Professional Standards for Teachers
- Promote and safeguard the welfare of all pupils.
- To co-ordinate a curriculum, social or other area

### **KNOWLEDGE AND UNDERSTANDING**

- Have a knowledge of and keep up to date with the requirements of EYFS and KS1 Curriculum
- Understand the stages of child development and how pupils' learning is affected by their wider experience and life context.
- Be familiar with school systems and structures including all those linked to Health and Safety and Safeguarding.
- Have a thorough and up-to-date knowledge and understanding of the Early Years Curriculum, drawing on subject expertise of other staff when appropriate.
- Use detailed subject knowledge to deal effectively with subject-related questions raised by pupils and the common misconceptions that they hold – thereby deepening the pupils' knowledge and understanding.

### **TEACHING, LEARNING AND CLASS MANAGEMENT**

- Plan and deliver learning to the assigned class or classes in line with national requirements and school policies.
- Keep up to date planning

- Provide lessons which are well structured, maintain pace and provide appropriate support and challenge for all groups of pupils based on effective use of assessment for learning to inform next step learning.
- Evaluate own teaching critically, drawing on development opportunities to improve effectiveness.
- Make effective use of data to ensure pupils make appropriate progress.
- Identify those with Special Educational Needs, implement planned programmes and seek appropriate support from other professionals.
- Direct the use of any support staff or classroom assistance.
- Establish and maintain a high standard of discipline by the use of praise, rewards and sanctions, promoting effective behaviour for learning in all contexts so children feel secure and confident as learners.
- Set homework to consolidate and extend learning.
- Use Planning, Preparation and Assessment (PPA) time effectively.
- Assess and record each pupil's progress systematically in line with school current practice.
- Mark and monitor class work providing feedback in line with policy and use the results for future planning, teaching and learning.
- Write/collate high quality and informative individual, positive, honest annual reports to parents/carers and discuss pupil's progress and welfare at parents' meetings and other occasions developing positive relationships.
- Prepare pupils for Statutory Assessment Tests.

### **PROFESSIONAL STANDARDS AND DEVELOPMENT**

- Understand the professional responsibilities in relation to school policies and practices and in so doing actively support and reinforce those policies. E.g. anti-bullying, homework, behaviour
- Be aware of the role of the Governing Board.
- Set a good example around the whole school, in appearance and personal conduct.
- Establish effective working relationships with other professional colleagues, not only those within school, but those from outside agencies.
- Attend meetings within the constraints of directed time and contribute to the development of programmes of study.
- Assist in the development of the School Curriculum in line with the School's Improvement Plan.
- Assist in the maintenance of good discipline in and around school.

### **OTHER PROFESSIONAL REQUIREMENTS**

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments in teaching pedagogy and changes in the school curriculum, which may lead to improvements in teaching and learning.
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
- Maintain a reflective approach to evaluating and improving own practice.
- Engage in annual review of performance.

- Contribute to the professional development of colleagues, especially ECTs.

## **HEALTH AND SAFETY**

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety and Welfare.

## **SPECIFIC PASTORAL DUTIES**

- Support, Guidance, Monitoring and Reporting
- Consider promoting and safeguarding pupils' welfare as paramount and take action in accordance with the responsibility 'in loco parentis'.
- Monitor the social progress of pupils, including the progress in PSHE lessons.
- Use a Thrive approach to help pupils explore thoughts, feeling and solutions to problems.
- Have a detailed knowledge of the pupils in the class and play a central role in the negotiations involved in forming a 'behaviour contract'.
- Develop in pupils a positive attitude towards themselves and others with a strong sense of self-respect. Also, develop a sense of respect for other people's property, ideas and beliefs irrespective of gender, race, disability or academic achievement, etc.

## **CONDITIONS OF EMPLOYMENT**

The above responsibilities are in accordance with the requirements of the Education Act 2002 and statutory orders in terms of duties and working time (including those special provisions relating to the proportion of teaching time within working time for guaranteed time specifically for assessment, planning and preparation), also any local agreements, local authority circulars and guidelines giving interpretations of teachers' conditions of employment.

## **SPECIAL CONDITIONS**

A teacher on the upper pay scale shall meet the performance threshold standards as specified in the School Teachers' Pay and Conditions Document.

The duties required of a teacher under this job description shall be such as require the exercise of a teacher's professional skills and judgement.

## **REVIEW AND AMENDMENT**

This job description is normally subject to annual review. It may be amended at the request of the Head Teacher or the post holder but only after full consultation with the post holder.

Job Description issued, after consultation