

Web: www.andoversford.gloucs.sch.uk
Email: admin@andoversford.gloucs.sch.uk
Tel: 01242 820407
Headteacher: Rachel Bradley-McKay



Andoversford Primary School
Old Gloucester Road
Andoversford
Gloucestershire
GL54 4HR

ANDOVERSFORD PRIMARY SCHOOL

Class Teacher Job Description

Job Title: Teacher

Grade: Main Scale or UPS

Responsible To: The Headteacher

This job description reflects the statutory terms and conditions of the current Schoolteachers' Pay & Conditions document. In addition every teacher must demonstrate that they can consistently meet the Teachers' Standards as outlined by the DFE (May 2012).

Purpose of The Job:

- To work in partnership with the Headteacher and other staff to create excellent education provision appropriate to the needs of pupils and in accordance with statutory requirements.
- To teach designated pupils and to undertake associated pastoral and administrative duties as well as other general responsibilities in the school as agreed with the Headteacher.

Professional Duties:

Teaching, Learning & Assessment:

- To ensure each child receives a balanced curriculum appropriate to his/her needs in line with statutory requirements, local policies and the policies of the governing body, which is within a framework of equal opportunities
- To plan, prepare and teach lessons, ensuring the highest standards of teaching and learning for all pupils.
- To monitor, mark and assess pupils' work, using these assessments to inform planning and set targets that promote continuity and progression
- To ensure the individual needs of the pupils are met through differentiated work, allowing for the highest standards to be achieved by all
- To effectively manage a teaching assistant/supporting adult to ensure that pupils' needs are met
- To build and maintain partnerships with parents and carers and to communicate with them about pupils' learning and progress, drawing attention to special skills and talents as well as to problems or difficulties
- To ensure the regular monitoring and reporting of individual progress
- To work in partnership with the children, their parents, other members of staff and outside agencies to promote the well-being and educational progress of each pupil

Personal Development, Behaviour & Welfare of pupils

- To maintain high expectations of behaviour management, following the school's Behaviour Policy, both within and outside of the classroom
- To safeguard pupils' health and safety when they are on the school premises and when they are engaged in authorised school activities elsewhere

The School & Classroom Environment

- To create a stimulating, organised, interactive and informative learning environment which encourages and supports the children in their learning
- Alongside other staff, to develop a quality school environment through the regular changing of displays, setting out of information areas, promoting the care of the school environment, both inside and outside, so that the environment supports the learning of the children
- To promote, support and monitor the balance of subjects displayed and to ensure that all subjects are represented in the school over the year.

Curriculum Responsibilities:

- To act as subject leader establishing a broad curriculum in line with statutory requirements, local policies and the policies of the governing body
- To regularly review the curriculum and update practice in line with current developments
- To develop and maintain high standards within the classroom and across the school

School Development & Self-Improvement:

- To work in partnership with Senior Leaders and professionals beyond the school, to evaluate and improve practices
- To actively extend own professional learning; keeping abreast of current educational practice and actively contributing to own and, where appropriate, to others Performance Management and related professional learning
- To work with colleagues to develop the school's aims, strategic goals and policies to provide effective teaching for children in their care and an appropriate curriculum for the children
- To participate in the development and implementation of the overall aims, strategic goals and objectives of the school
- Show commitment to the school, its inclusive ethos and equal opportunities for all in the school community, opposing strongly any form of discrimination
- To follow school policies under the direction of the Headteacher
- To undertake any other associated duties as are reasonably assigned by the Headteacher