



Sherborne St John Church of England Primary School

JOB DESCRIPTION: Key Stage 2 Teacher with Subject Responsibility

Professional Duties

- Planning and preparing lessons.
- Teaching according to their educational needs the pupils, including setting and marking of work.
- Working co-operatively with colleagues in the planning of work programmes.
- Assessing, recording and reporting on the development, progress and attainment of pupils.
- Advising and co-operating with the Headteacher and other teachers on the preparation and development of teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

In each case having regard to the policies of the school and National Curriculum.

Other Activities

- Promoting the general progress and well being of individual pupils of any class or group of pupils assigned to you.
- Providing guidance and advice to pupils on educational and social matters.
- Communicating and consulting with the parents of pupils.
- Working with and managing other adults working in your classroom.
- Communicating and co-operating with external agencies.
- Participating in meetings arranged for any of the above.

Assessments and Reporting

- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- Maintaining adequate records as required by LA and Headteacher about the children in your care.

Performance Management

- Participating in arrangements made for performance management.
- Participating in arrangements for your further training and professional development.

Discipline

- Maintaining good behaviour among the pupils and safeguarding their health, safety and welfare, both when they are on school premises and when they are engaged in authorised activities elsewhere.
- Sharing corporate responsibility for the well being and behaviour of all pupils.

Staff Meetings

- Participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

Subject Management Responsibilities

To be responsible, in consultation with the Headteacher, and in co-operation with colleagues and governors, for the leadership and development of the subject throughout the school.

Strategic direction and development

Develop and implement policy, learning aims, subject map and procedures ensuring appropriate curriculum coverage.

Key Tasks

- Develop and implement policies and practices which reflect the school's commitment to high achievement, effective teaching and learning.
- Write an annual Report and Action Plan for the Headteacher and Governors.
- Implement the Annual Action Plan.
- Keep up to date with current developments.
- Where appropriate organise whole school themes/activities.
- Develop effective links with other schools, agencies and the local community in order to extend the subject curriculum, enhance teaching and to develop pupils' wider understanding.

Teaching and Learning

Secure and sustain effective teaching by evaluating the quality of teaching and standards of pupils' achievements and setting targets for improvement.

Key Tasks

- Support colleagues, when appropriate, with the formulation of clear medium term plans.
- Ensure Curriculum coverage, continuity and progression for all pupils including those of high ability and those with special educational needs.
- Provide guidance on the choice of appropriate teaching and learning methods.
- Evaluate the teaching of the subject by monitoring progress through work sampling, working alongside colleagues, discussion with colleagues and pupils, and lesson observations as appropriate.
- Ensure that evidence about pupil achievements in previous classes is used effectively to ensure good progress.

Leading and Managing Staff

Provide for all those involved in the teaching or support of the subject, the support, information, and development necessary to sustain motivation and secure improvement.

Key Tasks

- Create a climate which enables other staff to develop and maintain positive attitudes towards the subject and confidence in teaching it.
- Lead by good example of lesson organisation and management.
- Audit training needs of staff and where appropriate lead INSET.
- Encourage ways of involving parents in their child's learning and where appropriate communicate with the wider community (governors, parents).

Resources

Identify appropriate resources for the subject and ensure they are used efficiently, effectively and safely.

Key Tasks

- Evaluate existing resources and enhance resources appropriately.
- Manage the organisation of central resources and advise on the use of classroom resources.
- Ensure that there is a safe working and learning environment in which risks are properly assessed.

EXERCISE OF GENERAL PROFESSIONAL DUTIES

A teacher shall carry out the professional duties of a school teacher as circumstances may require and shall perform, in accordance with any directions which may be reasonably given to him/her by the Headteacher from time to time, such particular duties as may reasonably be assigned to him/her and in line with the 2017 pay and conditions document.

This job description should be read in conjunction with the Pay and Conditions document issued by the DFE and the LEA contract.

Due to the current pandemic and extra safety measures currently being in place, this document should be read in conjunction with the school risk assessments.

December 2020