

Athelstan Community Primary School



JOB TITLE: Teacher

GRADE: **MPS1 –UPS3**

RESPONSIBLE TO: Head teacher

RESPONSIBLE FOR: Deployment of support staff allocated (where relevant)

- JOB PURPOSE:**
- To carry out professional duties and to have responsibility for an assigned class.
 - To be responsible for the day-to-day work and management of the class and the safety and welfare of the pupils, during on-site and off-site activities.
 - To promote the aims and objectives of the school and maintain its philosophy of education

The responsibilities of the post are to be performed in accordance with the provisions of the most up to date edition of the School Teachers' Pay and Conditions document and within the range of teachers' duties set out in that document.

KEY CLASS TEACHER RESPONSIBILITIES:

- To create and manage a caring, supportive, purposeful creative and stimulating environment, which is conducive to a child's learning.
- To plan and prepare lessons in order to deliver the National Curriculum ensuring breadth and balance in all subjects through a creative approach.
- To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations for all children.
- To maintain good order and discipline among the pupils, safeguarding their health and safety.
- To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities.
- To plan opportunities to develop the social, emotional and cultural aspects of pupils' learning.
- To maintain a regular system of monitoring, assessment, record keeping and reporting of children's progress, to meet all school deadlines for assessment data.
- To prepare appropriate records for the transfer of pupils.
- To ensure effective use of support staff within the classroom, including parent helpers.
- To participate fully in staff meetings.
- Contribute to the development and co-ordination of a particular area of the curriculum across the whole school.
- To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.
- To ensure that school policies are reflected in daily practice.
- To communicate and consult with parents over all aspects of their children's education – academic, social and emotional.
- To liaise with outside agencies when appropriate e.g. Educational Psychologist.
- To continue professional development, maintaining a portfolio of training undertaken.

- To meet with parents and appropriate agencies, to contribute positively to the education of the children concerned.
- To support the Headteacher in promoting the ethos of the school.
- To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety police and any school specific procedures/rules that apply to this role.

An annual review of this job description and allocation of particular responsibilities will take place as part of the Performance Management Review.

UPS expectations will be issued on appointment

KEY SUBJECT COORDINATOR RESPONSIBILITIES FOR

Areas of Responsibility and Key Tasks - In addition to the requirements of a Class Teacher.

Strategic Direction and Development of the Subject (with the Support of, and under the direction of, the head teacher and senior management team)

- develop and implement policies and practices, which reflect the school's commitment to high achievement through effective teaching and learning;
- have an enthusiasm for the subject, which motivates and supports other staff
- develop plans for the subject, which identify clear targets, times-scales and success criteria for its development and/or maintenance in line with the school development/improvement plan;
- assess progress and evaluate the effects on teaching and learning by working alongside colleagues, analysing work and outcomes.

Teaching and Learning

- use your own class as an example of high quality teaching and learning in the subject;
- ensure continuity and progression in the subject by supporting colleagues in choosing the appropriate sequence of teaching and teaching methods and set clear learning objectives through an agreed scheme of work, developed in line with the school development/improvement plan;
- establish clear targets for achievement in the subject and evaluate progress through the use of appropriate assessments and records and regular yearly analysis of this data;
- evaluate the teaching of the subject by the monitoring of teachers' plans and through work analysis, identify effective practice and areas for improvement, and take appropriate action to improve further the quality of teaching;
- ensure that teachers are aware of the implications of equality of opportunity which the subject raises.

Leading and Managing Staff

- enable all teachers to achieve expertise in planning for and teaching the subject through example, support and by leading or providing high quality professional development opportunities;
- ensure that the head teacher, SMT and governors are well informed about policies, plans, priorities and targets for the subject and that these are properly incorporated into the school development/improvement plan.

Effective Deployment of Resources

- support the head teacher by maintaining efficient and effective management and organisation of learning resources, by developing or identifying new resources including ICT applications to the subject;
- be aware of and respond appropriately to any health and safety issues raised by materials, practice or accommodation related to the subject;
- support the head teacher by maintaining efficient and effective management of the expenditure for the subject;
- help colleagues to create a stimulating learning environment for the teaching and learning of the subject;
- take on any additional responsibilities which might from time to time be reasonably determined.

SAFEGUARDING

- Be aware of, and comply with, policies and procedures relating to child protection; health and safety; confidentiality and data protection, reporting all concerns to the appropriate person.
- Be aware, support differences, and ensure all pupils have equal access to opportunities to learn and develop.

To fulfil all of the requirements and duties set out in the current Pay and Conditions Documents relating to the conditions of employment of teachers

To fulfil all of the responsibilities and duties required by the School’s policies on teaching and learning.

To achieve any performance criteria or targets arising from the School’s Performance Management arrangements

This job description will be reviewed annually.

SIGNED **POST HOLDER**

SIGNED **HEADTEACHER**

DATE