



Oakwood Infant & Nursery School

JOB DESCRIPTION

KEY STAGE 1 TEACHER

AREAS OF RESPONSIBILITY AND KEY TASKS

A PLANNING, TEACHING AND CLASS MANAGEMENT –

Teach allocated pupils by planning their teaching to achieve progression of learning through:

- Identifying clear teaching objectives and specifying how they will be taught and assessed.
- Setting tasks which challenge pupils and ensure high levels of interest.
- Setting appropriate and demanding expectations.
- Setting clear targets, building on prior attainment.
- Identifying SEN or very able pupils.
- Provide clear structures for lessons maintaining pace, motivation and challenge.
- Make effective use of assessment and ensure coverage of programmes of study.
- Ensure effective teaching and best use of available time.
- Monitor and intervene to ensure sound learning and discipline.
- Use a variety of teaching methods to:
 1. Match approach to content, structure information, present a set of key ideas and use appropriate vocabulary.
 2. Use effective questioning, listen carefully to pupils, and give attention to errors and misconceptions.
 3. Select appropriate learning resources and develop study skills through library, I.C.T and other sources.
- Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught.
- Evaluate their own teaching critically to improve effectiveness.
- Take account of pupils' needs by providing structured learning opportunities, which develop the areas of learning identified in national policies and particularly the foundations for literacy and numeracy.
- Encourage pupils to communicate about and record their learning, develop self-control and independence, concentrate and persevere, and listen attentively.
- Use a variety of teaching strategies, which involve planned adult intervention and first-hand experience.

B MONITORING, ASSESSMENT, RECORDING, REPORTING –

- Mark and monitor pupils' work, give constructive feedback and share targets as required.
- Assess and record pupil's progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving.
- Prepare and present informative reports to parents.

C CURRICULUM RESPONSIBILITY –

- Co-ordinate an area/areas of the curriculum: to be agreed

D OTHER PROFESSIONAL REQUIREMENTS –

- Have a working knowledge of teachers' professional duties and legal liabilities.
- Operate at all times within the stated policies and practices of the school.

- Establish effective working relationships and set a good example through presentation and personal and professional conduct.
- Endeavour to give every child the opportunity to reach their potential and meet high expectations.
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school.
- Take responsibility for their own professional development and duties in relation to school policies and practices.
- Establish and maintain effective working relationships with colleagues and parents.
- Take on any additional responsibilities which might from time to time be determined.

The appointment is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation.

This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.