



Be Kind ~ Be Your Best ~ Be Happy

CLIPSTON ENDOWED VOLUNTARY CONTROLLED PRIMARY SCHOOL

JOB DESCRIPTION – Teacher – Main Pay Scale

Purpose of the Job

To deliver high quality teaching and learning to the children in your class to enable them to make the progress of which they are capable, achieve the outcomes they deserve and support the well-being and all round development of each child.

Responsible to:

The Head Teacher

Duties

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Head Teacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Teaching and Learning

- To create and maintain an environment, work ethic and code of behaviour which promote and secure good teaching, effective learning, aspirational progress, high standards of achievement and good behaviour.
- To organise and implement the learning activities and schemes of work relevant to the year group/s of the children in your class.
- To liaise with colleagues in other year groups to deliver units of work in a collaborative way when necessary.
- To work with Teaching Assistants to ensure that they have sufficient direction to impact positively on children's learning and progress.
- To ensure that pupils develop study skills and attitudes to work in order to learn independently.
- To liaise with the SENCO and any outside agencies to ensure that the needs of identified learners are met.
- To create and promote positive strategies for developing and understanding the diversity of identity, race and culture.
- To develop and maintain excellent, professional relationships with parents and carers.
- To develop links with the community to extend the curriculum and enhance the teaching and learning.

- To take a weekly whole school assembly and cover when required.
- To lead class assemblies, including for parents and other visitors as required.
- To create and maintain an effective partnership with parents which informs, supports and improves pupils' achievement and personal development, and enables parents/carers to be involved in their child's learning e.g. through preparing and delivering Parent Information Evenings.
- To establish and maintain links between classes to support transition procedures.

Assessing and Reporting

- To robustly and accurately assess pupils' work and support moderation procedures, including undertaking moderation with other schools as required.
- To effectively record each pupil's attainment and progress using the school's tracking systems.
- To analyse your class data and track children's progress against expectations and any individual pupil targets.
- To give timely feedback to pupils about their work, to enable them to improve and progress, adhering to the relevant school's policy.
- To provide written and verbal assessment reports to parents in line with the established cycle of reporting to parents.
- To liaise with parents and attend Parent Consultation events.

Other Duties

- We are a small school and all teachers take on additional responsibilities. Following discussion and with your agreement, it may be necessary to add additional responsibilities to your role, for example to act as the Deputy Designated Safeguarding Lead in the absence of the Head Teacher. This may require you to undertake additional training courses.