



## **Blakedown CE Primary School**

### **Job Description**

#### **Duties as a teacher**

You are engaged as a teacher and as such shall carry out the professional duties of a school teacher, as circumstances may reasonably require, as provided for under the current School Teachers' Pay and Conditions Document.

- To meet the core standards in the Professional Standards for Teachers.
- To foster a learning environment and educational experience which provides students with the opportunity to fulfil their individual potential.
- To share in the development of the school curriculum, schemes of work, teaching materials, methods of teaching and assessment and their review.
- To support and contribute to the school's responsibility for safeguarding children.
- To implement equal opportunities in all aspects of school life.

#### **Overall Responsibilities**

- The position requires you to teach pupils in the age range 4 to 11 years, specifically a key stage 2 class.
- To be responsible for each pupil's learning through appropriate teaching, assessment and reporting.
- To liaise with KS2 staff regarding day to day organisation.
- To oversee general pupil welfare and deal with incidents related to behaviour and well-being within the cohort.
- Responsible for organisation related to class assessment and end of year outcomes.

#### **Pupils & Parents:**

- To provide education of the highest quality.
- To help maintain a safe, caring and stimulating environment for children.
- Identify barriers to progress and put in place strategies that support individuals and groups/cohorts of pupils
- To maintain assessment systems and records, which provide sound information about pupils' progress, identify their needs, provide information to parents and be used to inform future planning.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people.
- Market a positive image of the school, communicating with parents in a timely fashion with regard to their children and class events.
- Have a good personal knowledge of all the pupils.
- Assist in the organisation of parents' evenings.
- Establish good working relationships with the parents of pupils within Reception class.
- Ensure that parents are contacted as appropriate about poor attendance or behavioural problems and liaise with an external agency or family support worker to promote social inclusion.

### Curriculum Responsibilities

- Teacher with responsibility for a key stage 2 class.
- To manage and organise the classroom effectively.
- To ensure effective planning of the curriculum.
- To maintain and develop a broad, balanced and relevant curriculum, which covers all areas of learning.
- To ensure that the school policies and practices are implemented.
- Responsible for organising, collating and analysing class data.

### Professional Development

- To keep up to date with current educational thinking and practice, both by study and by attendance at courses, workshops and meetings, and take part in appraisals and reviews of performance arranged by the Headteacher.
- To play a positive role in the school's arrangement for professional development.
- To attend staff meetings, teacher days, parents' evenings and other meetings.

### Additional Duties

- To undertake other reasonable tasks commensurate with the grading and level of responsibilities of the post.

### To Whom Responsible

Headteacher and Governing Body

This job description may be amended at any time after discussion with you, but in any case will be reviewed within 12 months. It is not a comprehensive statement of procedure and tasks but sets out main expectation of the School in relation to the post holder's professional responsibilities and duties.

Signed.....Teacher

Signed.....Headteacher

Date.....