



## Litton C.E. (A) Primary School

### **Job Description** **Teacher**

**Responsible to:** Headteacher

#### **Line Management**

You are required to work closely with the Headteacher in order to promote the development of all aspects of school life and to undertake the following responsibilities;

#### **Conditions of Service**

This appointment is subject to the current conditions of employment of teachers contained in the School Teachers' Pay and Conditions Document, to demonstrate the Teacher's Standards (2012), the required standards for Qualified Teacher Status or Post Threshold Standards (where relevant) other current educational legislation and the school's articles of government.

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

#### **Core Purpose of the post**

To provide a high-quality educational experience for all pupils.

#### **The key functions of the role are:**

- To implement and deliver an appropriate broad, balanced, relevant and differentiated curriculum for pupils, incorporating the National Curriculum requirements, and in line with the curriculum policies of the school
- To facilitate, support and monitor the overall progress and development of all pupils
- To foster a learning environment and educational experience which provides children with the opportunity to fulfil their individual potential
- To contribute to the Christian ethos of the school
- To share in the development of the school curriculum, courses of study, teaching materials, teaching programmes, methods of teaching and assessment and their review
- To support and contribute to the school's responsibility for safeguarding children
- Co-operation and liaison with other professionals, including fellow staff and colleagues from external agencies (for example, specialist teachers from the LA support services, health professionals and social workers)



- To teach pupils in their assigned group according to their educational needs, including the setting and marking of work to be carried out by the children in school and elsewhere
- To direct and supervise the work of Teaching Assistants allocated to the class
- To assess, record and report on the attendance, progress, development, assessment and attainment of assigned pupils and keep such records as are required by the school's systems
- To ensure a high-quality learning experience for pupils, which meets internal and external quality standards
- To provide a positive, conducive and safe learning environment, encouraging high standards in punctuality, presentation of work and relationships
- To set high expectations for pupil's behaviour and maintain a good standard of discipline through well focused teaching, fostering positive relationships and implementing the school's behaviour policy

In accordance with the teachers' pay and conditions document there is a requirement for all teachers to contribute to the development of the school curriculum, teaching methods and their review.

The tasks expected of the Class Teacher may include the following:

- To be responsible for the co-ordination of an area of the school curriculum which may be a core subject area, including ensuring a relevant and appropriate curriculum policy is produced and reviewed, according to the school's schedule, and is complimented by associated schemes of work.
- To collate and analyse information relating to the standards achieved in the curriculum area for presentation to the Leadership Team or Governors.
- To audit resources in the curriculum area.
- To secure and allocate the resources necessary to deliver the curriculum area(s) within an allocated budget.
- To advise and support other members of staff on the content and delivery of the curriculum area(s)
- To identify and secure provision of appropriate in-service professional development in relation to the curriculum area, with the support of the Leadership Team.
- To contribute to the formulation and evaluation of the school's assessment practice in relation to the area(s) of the curriculum for which lead responsibility is held.

#### **Other professional responsibilities:**

- To maintain the positive Christian ethos and core values of the school, both inside and outside of the classroom.
- To be familiar with and to follow all school policies.
- To attend any relevant training to help you with the fulfilment of this job description.
- To keep up to date with meeting minutes and briefing notes.



- To attend any INSET which falls within normal working hours – 5 INSET days for full-time post and pro-rata for part-time posts.
- Ensure a stimulating and safe working environment in which risks are regularly assessed.
- To support and contribute to the school's responsibility for safeguarding children.
- To establish and maintain effective working relationships with professional colleagues, governors and parents.
- To contribute to the personal, social, health, citizenship and enterprise education of pupils according to school policy
- To actively engage in performance management
- To contribute to the formulation and implementation of the School Improvement Plan and associated actions plans, as appropriate
- To play a full part in the life of the school community and support its ethos.
- To follow and actively promote the school's policies
- To comply with health and safety policy and undertake risk assessments as appropriate
- To actively pursue own personal and professional development.
- To have regard for the security of the building and as a key holder to secure the building on leaving if necessary.
- Any duties which may from time to time, reasonably be required by the Headteacher