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| **Job Description**  Yorkswood Primary School |  |
| This School has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment. | |

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| **Post Title** | KS2 Class Teacher Fixed Term until August 2023 |
| **School** | Yorkswood Primary School |
| **Salary Band/Range** | Main – Upper payscale |
| **Responsible to** | Head teacher, members of the SLT and governors |
| **Location** | Education |
| **DBS Check** | Yes |
| **Special Conditions** |  |

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| **1.** | **Job Purpose** |
| * Be ambassadors of the school vision, values and ethos. * Be responsible for the learning and achievement of all pupils in the class/es ensuring equality of opportunity for all. * Be responsible and accountable for achieving the highest possible standards in work and conduct. * Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher’s professional position. * Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils. * Act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current *School Teachers Pay and Conditions Document and Teacher Standards).* * Take responsibility for promoting and safeguarding the welfare of children and young people within the school. | |

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| **2.** | **Key Responsibilities** | |
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|  | **2.1** | **Main Duties** |
|  | | All teachers are required to carry out the duties of a schoolteacher as set out in the current [*School*](https://www.education.gov.uk/publications/)[*Teachers Pay and Conditions Document*](https://www.education.gov.uk/publications/)*.* Teachers should also have due regard to the Teacher Standards (2012). Teachers’ performance will be assessed against the teacher [standards](https://www.education.gov.uk/publications/standard/publicationDetail/Page1/DFE-00066-2011) as part of the appraisal process as relevant to their role in the school.  **Teaching**   * Deliver the curriculum as relevant to the age and ability group/subject/s that you teach. * Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate. * Be accountable for the attainment, progress and outcomes of pupils’ you teach. * Be responsible for monitoring the progress of all pupils assigned to your class. * Be aware of pupils’ capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these demonstrating knowledge and understanding of how pupils |

learn.

* Have a clear understanding of the needs of all pupils, including those with special educational needs; gifted and talented; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.
* Make reasonable adjustments for pupils with additional needs in accordance with the statutory requirements.
* Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English (whatever your specialist subject).
* If teaching early reading, demonstrate a clear understanding of appropriate teaching strategies.
* Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners’ progress and levels of attainment.
* Make accurate and productive use of assessment to secure pupils’ progress.
* Give pupils regular feedback on their learning and progress, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study.
* Use relevant data to monitor progress, set targets, and plan subsequent lessons.
* Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate.
* Participate in arrangements for examinations and assessments within the remit of the

*School Teachers’ Pay and Conditions Document.*

# Behaviour and Safety

* Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect, in order to implement the whole school behaviour policy.
* Manage classes effectively, using approaches which are appropriate to pupils’ needs in order to inspire, motivate and challenge pupils.
* Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.
* Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils.
* Have high expectations of behaviour, promoting self-control, self regulation and independence of all learners.
* Carry out playground and other duties as directed and within the remit of the current

*School Teachers’ Pay and Conditions Document.*

* Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures.

# Team working and collaboration

* Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies.
* Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
* As required, contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments.
* Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil.
* Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school.
* Cover for absent colleagues within the remit of the current *School Teachers’ Pay and Conditions* document.

# Fulfil wider professional responsibilities

* Work collaboratively with others to develop effective professional relationships.

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|  | | * Deploy support staff effectively as appropriate. * Communicate effectively with parents/carers with regard to pupils’ achievements and well- being using school systems/processes as appropriate. * Communicate and co-operate with relevant external bodies. * Make a positive contribution to the wider life and ethos of the school.   **Administration**   * Register the attendance of and supervise learners, before, during or after school sessions as appropriate. * Participate in and carry out any administrative and organisational tasks within the remit of the current *School Teachers’ Pay and Conditions Document.*   **Professional development**   * Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils’ progress, attainment and well-being, refining your approaches where necessary responding to advice and feedback from colleagues. * Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal. * Proactively participate with arrangements made in accordance with the Appraisal Regulations.   **Other**   * To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality. * Perform any reasonable duties as requested by the Head teacher. |
|  | **2.2** | **People** |
|  | | * Ensure the safety and well-being of all children, at all times. * Work collaboratively with others to develop effective professional relationships. * Deploy support staff effectively as appropriate. * Communicate effectively with parents/carers with regard to pupils’ achievements and well- being using school systems/processes as appropriate. * Communicate and co-operate with relevant external bodies. |
|  | **2.3** | **Safeguarding** |
|  | | School is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with. |
|  | **2.4** | **Financial** |
|  | | Be responsible for handling any incidental monies e.g for charity events and liaising with the school office. Manage year group fund effectively to ensure value for money and impact on outcomes for children. |
|  | **2.5** | **Buildings & Equipment** |
|  | | Ensure that all classroom equipment and materials and equipment used for teaching and learning is maintained. Report any defects or repairs through the internal communication systems to the Site Officer/head teacher. |
|  | **2.6** | **Health & Safety** |
|  |  | Health and safety laws require all employees to help the School maintain and improve health and safety standards. This means that the post holder must take reasonable care of his/her own and others’ health and safety and co-operate with any reasonable request to support the School, managers and other employees, in meeting their health and safety legal responsibilities. Line managers have additional responsibilities to ensure that policies, procedures and safe systems of  work are implemented on a daily basis. |

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|  |  | All duties and responsibilities must be carried out in line with the School’s Health and Safety Policy and any local safety procedures. |
|  | **2.7** | **Information Management** |
|  |  | As an employee of the School, the post holder will be expected to manage information in accordance with School policies. The post holder will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of the Data Protection Act 1998. |
|  | **2.8** | **Policies & Procedures** |
|  |  | The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures. |
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| **3.** | **Other Conditions** | |
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|  | **3.1** | **Mobility** |
|  |  | Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the school they may be required. |
|  | **3.2** | **Equal Opportunities** |
|  |  | School is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect. |
|  | **3.3** | **Variations to Job Descriptions** |
|  |  | Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the School therefore retains the right to amend job descriptions to reflect changing requirements. |
|  | **3.4** | **Training and Development** |
|  |  | The School is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs. |
|  | **3.6** | **Solihull Behavioural Framework** |
|  |  | The School expects all employees to conduct themselves in a way that is consistent with the values and behaviours set out in the Solihull Behavioural Framework, and in the school vision and ethos. |

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| **Compiled/Reviewed by:** | S Volante |
| **Date:** | September 2022 |