

# Lepton CE Primary Academy

## JOB DESCRIPTION

Post Ref: Teacher

**Job Title:** Teacher

**Grade:** MPS

**Responsible to:** Head Teacher

### **Purpose of the Role:**

To share and support our school's responsibility for the well-being, education and discipline of all pupils and to facilitate and encourage learning which enables pupils to achieve the best they can.

This job description should be read alongside the range of professional duties of teachers as set out in the most recent School Teachers' Pay and Conditions Document. The post holder will be expected to undertake duties in line with the professional standards for qualified teachers and to uphold the professional code of the General Teaching Council for England.

### **Main Duties:**

#### ***Teaching and Learning***

- Identify clear teaching and learning objectives, content, lesson structures and sequences appropriate to the subject matter and the pupils being taught.
- Set clear and challenging targets for learning, building on prior attainment.
- Ensure effective teaching of whole classes, groups and individuals so that teaching objectives are met, pace and challenge is maintained, and best use is made of teaching time.
- Use teaching methods which keep pupils engaged and stimulate their intellectual curiosity. To recognise and develop children's preferred learning styles.
- Select and make good use of books, ICT and other learning resources which support effective teaching and learning.
- Identify pupils who have additional educational needs and consult with SEN Co-ordinator to ensure that they are given appropriate work programmes and targeted support.
- Create and maintain a stimulating, challenging, safe environment within the classroom and public areas that encourages learning and supports well-being.

- Manage a curriculum area(s) of special interest and:
  - (a) be involved in the organisation, maintenance and review of resources and equipment throughout school attached to that curriculum area(s);
  - (b) keep abreast of current trends and developments, attend relevant courses and disseminate information and ideas to colleagues associated with that curriculum area(s).

### ***Assessment and Recording***

- Assess how well learning objectives have been achieved and use this assessment to inform future teaching.
- Assess and record pupils' progress in accordance with School Policy and Statutory Guidance.
- Mark and monitor class and homework, providing constructive oral and/or written feedback and setting targets for pupils' progress.
- Provide written reports to:
  - (a) parents, in accordance with school procedures and statutory requirements;
  - (b) other agencies, in accordance with school procedures and Code of Practice.

### ***Pastoral***

- To promote, maintain and supervise the Health and Safety of pupils engaged in authorised school activities both on school premises and elsewhere.
- To demonstrate a commitment to positive behaviour management throughout school.
- To care for the physical and emotional welfare of children within the class/school.
- To follow child protection procedures in accordance with School Policy to ensure the safety and welfare of children throughout the school.
- To register pupils, encourage punctuality and reinforce school attendance procedures in consultation with the Head Teacher.
- To develop positive relationships with parents and promote the home-school partnership.
- To liaise with outside agencies responsible for pupil welfare.

## ***Management***

- Attend meetings with colleagues, parents or other agencies.
- Take responsibility for own professional development and keep up-to-date with developments in teaching methods and in subjects taught.
- Share responsibility in the implementation of School Policies and practices.
- Participate in Performance Management in accordance with School Policy and Statutory Guidance.
- Establish effective working relationships with colleagues.
- Direct or supervise the work of students, trainees and support staff.
- Make a positive contribution to the effective achievement of the school's aims and objectives.
- Use guaranteed non-contact time effectively for Planning, Preparation and Assessment responsibilities.
- Take on an extra responsibility (TLR)