

Dorney School Job Description – NQT - Classroom Teacher

Teachers Pay Scale – Starting Main Scale point 1

Line Manager: Headteacher



Dorney School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. You will be required to carry out the duties and responsibilities of a School Teacher which are set out in the current School Teacher's Pay and Conditions Document 2015.

Teacher Responsibilities

This appointment is subject to the current conditions of employment of teachers contained in the School Teachers' Pay and Conditions Document, the required standards for Qualified Teacher Status, other current legislation and the school's articles of government.

Key Responsibilities of a class teacher are:

Teaching and Learning

- To meet the teachers' standards (making the education of their pupils their first concern, and be accountable for maintaining the highest possible standards in both work and conduct)
- Identifying clear learning objectives in planning and show how they will be taught and assessed.
- Setting tasks which challenge and motivate all pupils.
- Setting appropriate and demanding expectations of all pupils.
- Setting clear pupil targets, building upon prior attainment.
- Identifying pupils with SEN pupils who need to catch up and the most able pupils.
- Ensure a close match between the planned learning experiences and the individual needs of each pupil, to give each pupil an opportunity to reach their full potential.
- Make effective use of formative assessment.
- To create a secure, happy and stimulating classroom environment, maintaining the highest standards of organisation and discipline.
- To provide pupils with opportunities to manage their own learning so that they become independent learners.
- To have a thorough and up-to-date knowledge and understanding of national curriculum (2014)
- Use teaching approaches and activities which develop and extend pupils' language and literacy.
- Use teaching approaches and strategies which develop and extend mathematical understanding.
- Encourage pupils to concentrate and persevere in their learning for sustained periods, to listen attentively and to talk about their experiences in small and large groups.
- Encourage pupils to talk about their learning and develop self-control and independence.

Monitoring, assessment, recording, reporting

- To assess how well learning objectives have been achieved and use them to improve specific aspects of teaching and learning.
- Monitor pupils' work and progress.
- Assess and record pupils' progress systematically, keep records, monitor strengths and weaknesses to inform planning and recognise the level at which each pupil is achieving.
- Report to parents about progress through written annual reports and parent interviews as directed.

Additional Responsibilities

In addition you are required to carry out the following duties, in co-operation and consultation with the Headteacher.

- To act as a curriculum co-ordinator and to be the lead professional for a given subject area.
- To keep up to date with new developments and their relevance to teaching.
- To attend relevant courses and present to colleagues
- To ensure storage and cataloguing of equipment and make sure staff are informed about new equipment.
- To inform staff of any new developments in your area of responsibility.
- To work with the Head Teacher to ensure policy documentation reflects practice and is in line with local and national documentation.
- To review and feedback to colleagues about their medium term planning for this responsibility area.
- To provide support to others in this area of the curriculum.
- To show and encourage enthusiasm for this subject throughout the school.
- To analyse data termly and annually.
- To manage the work of Teaching Assistants, parents and other adults in the classroom to enhance learning opportunities for pupils.

- To liaise with parents about the welfare and development of their children and to build positive relationships between home and school.
- To liaise with other agencies involved with individual pupils.
- To work with other agencies involved with pupils with special education needs.
- To foster close relationships between school and the local community.
- To liaise with other teaching staff to ensure progression and continuity across the curriculum.
- To share the responsibility of ensuring the smooth transition for pupils at the start and end of the year.

Other professional requirements

- To be responsible for promoting and safeguarding the welfare of all pupils in the school.
- To have a working knowledge of teachers' professional duties and legal liabilities.
- Operate at all times within the stated policies and practices of the school.
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- Endeavour to give every pupil the opportunity to reach their potential and meet high expectations.
- Contribute to the corporate life of the school through effective participation in meetings and the school's management systems.
- To share general duties to aid the smooth running of the school.
- To organise and/or be involved in whole school events.
- To take responsibility for own professional development and duties in relation to school policies and practices.
- To engage in performance management and actively pursue personal and professional development.
- To liaise effectively with parents and governors.
- To liaise with other agencies as appropriate to ensure pupil's learning and pastoral needs are met.
- To undertake any other duties commensurate with the grading and level of responsibility required within the general level of responsibility of the post.

Responsible to:

The Head Teacher and Governing Body; this job description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed regularly.

Administration:

- Participating in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for the teachers in the school.
- Attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.
- Teachers are not required routinely to undertake tasks of a clerical or administrative nature which do not call for the exercise of a teacher's professional skills and judgment.

Scope of job (Budgetary/Resource Control, Impact)

- The post holder may be responsible for leading a curriculum subject area across the school, key stage or phase. To meet this responsibility the post holder may be required to complete a subject leader action plan and request appropriate financial funding from the school budget in order to meet these aims.
- All qualified teachers will be required to demonstrate that they can consistently meet the core professional standards throughout their teaching career. (Teachers Standards)
- All Post Threshold Teachers will be required to demonstrate that they can consistently meet the post threshold standards in addition to the core standards, undertaking significant leadership responsibilities.
- All teachers have guaranteed PPA time equivalent to or exceeding the 10% of timetabled teaching time.

For more information about this post including the application requirements, please visit the school website and select the job vacancy Website: <http://www.dorneyschool.co.uk>

Please visit the school website for further information and a teacher application form. Visits to the school are warmly welcomed and positively encouraged, please contact the school office on 01628 620871.

Application forms should be emailed to office@dorneyschool.co.uk

Interviews: TBC