



JOB DESCRIPTION – KS1 Teacher

POST: Teacher

GRADE: Main Scale (Upper Pay scale also refer to Pay policy)

RESPONSIBLE TO: - Head teacher, CSET and Local Governance Committee,

- The post holder is responsible to the Headteacher for his/her teaching duties and responsibilities and for teaching tasks, and for the supervision of the work of the Teaching assistant.
- The post holder interacts on a professional level with colleagues and seeks to establish and maintain productive relationships with them in order to promote mutual understanding of subjects in the school curriculum with the aim of improving the quality of teaching and learning in line with the general ethos established in the school.

6. PURPOSE OF THE JOB:

- To educate the children to the highest standards. (Refer to the new teachers standards document linked to the pay policy)
- Undertake pastoral and administrative duties in respect of pupils in this class as well as the responsibilities in the school as agreed with the Headteacher.

6. KEY TASKS:

- To set high expectations which inspire, motivate and challenge pupils.
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge attending meetings and training on such matters as necessary;
- Plan and teach well-structured lessons
- Adapt teaching to respond to the strengths and needs of all pupils.
- Make accurate and productive use of assessment
- Manage behaviour effectively to ensure a good and safe learning environment

- To supervise the work of the school teaching assistant appropriate to the class;
- To participate as required in meetings with colleagues across the school, other professionals and parents in respect of the duties and responsibilities of the post;
- To keep abreast of trends and developments in education, especially those relevant to the duties and responsibilities of the post.

7. GENERAL RESPONSIBILITIES.

- Set a good example to pupils and staff in terms of personal presentation, attendance and punctuality.
- Support, follow and implement the school's policies and procedures as set out in the school's handbook.
- Contribute to the development of the general school ethos and its vision statement.
- Be a supportive presence at after school events where possible and where relevant.
- Demonstrate an excellent standard of teaching and promoting a high level of learning within pupils.
- On a day-to-day basis, manage and lead staff (Teaching Assistant)
- Use PPA time effectively. 10% timetable time will be designated as PPA time. (unless an ECT)

8. SPECIFIC RESPONSIBILITIES

- To manage a class and subjects, giving due consideration to the welfare needs of the pupils as well as ensuring that they have sufficient materials to receive a balanced curriculum.
- To share role of curriculum co-ordinator for subjects, as agreed with the Headteacher.
- Work with all staff within the school to ensure the academic, social and behavioural development of the pupils.
- Ensure consistent implementation of school behaviour policy / Staff code of conduct.
- Monitor teaching and learning in specific/curriculum areas.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues relating to Health & Safety and Child Protection procedures.
- Take on specific tasks related to the day to day administration and organisation of the school as requested by the head teacher.
- Take on any additional responsibilities which might from time to time be determined.
- Create and maintain positive and supportive relationships with staff, parents and Governors.

- Support the head teacher in ensuring the objectives of school policies are reflected in the school improvement plan, that effective systems are in place to identify and meet needs and that they are coordinated, monitored, evaluated and reviewed.

9. TEACHING AND LEARNING

- Support the school in determining, writing, organising and implementing the curriculum and its assessment; monitor and evaluate them in order to identify and act on areas for improvement.
- Support the school in ensuring that improvements in literacy, numeracy and behaviour are priority targets for all pupils.
- Support the school in establishing a learning environment that helps pupils develop skills in order to learn more effectively and with increasing independence.
- Be responsible for the teaching of a class, developing a stimulating and challenging learning environment which secures effective learning and provides high standards of achievement, behaviour and discipline.
- Be responsible for the pastoral care of pupils in class, promoting self-discipline and good behaviour at all times, in accordance with school policies.

10. PROFESSIONAL DEVELOPMENT (Personal)

- In conjunction with the Headteacher, take responsibility for personal professional development, keeping up to date with research and developments in teaching pedagogy and changes in the school curriculum.
- Undertake any necessary professional development as identified in the school improvement plan taking full advantage of any relevant training and development available and share this with staff.
- Maintain a professional portfolio of evidence to support the Performance Management process.
- Effectively manage their own time when dealing with the wide range of day-to-day and long term demands of the post.

11. The duties and responsibilities of the post are subject to those detailed in the national statement of Conditions of Employment and will count as directed time as detailed in that statement.

This job description will be reviewed annually.

It may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation of the post holder's professional responsibilities and duties, including the provision of high quality teaching and learning throughout the school and the pastoral care of the pupils.