

FAIR FURLONG PRIMARY SCHOOL

Tel: 0117 377 2181



JOB DESCRIPTION

TEACHING STAFF

Purpose of the job:

To ensure high quality education for all pupils in a designated class and improve the quality of learning and the standards of achievement. To carry out the professional duties of a teacher as set out in the current edition of the School Teacher's Pay and Conditions Document.

The following details are a summary of the major tasks expected of the class teacher as set out in the School Teacher's Pay and Conditions Document.

Key Tasks

Knowledge and Understanding

1. Understand the structure and balance of the curriculum for the Early Years Foundation Stage and National Curriculum.
2. Have detailed knowledge and understanding of the EYFS educational programmes/ NC programmes of study and level of descriptors with particular emphasis on the core subjects.
3. Are familiar with the Code of Practice on the identification and assessment of special educational needs and implement and keep records on individual education plans.
4. Broadly understand the requirements and progression for children through the primary phase including Key Stages other than where you are teaching; from EYFS to KS1 to KS2 with links to KS3.
5. Use recent monitoring evidence as well as personal reflection/training to develop good quality teaching.
6. Be familiar with health and safety issues, including subject specific, child protection procedures and positive behaviour management plans.

Planning Teaching and Class Management

1. Plan teaching to achieve progression in pupils' learning through:
 - Identifying clear learning objectives specifying how they will be taught and assessed ensuring the best use of provision.
 - Setting tasks for the whole class, groups and individuals which challenge pupils.
 - Using a variety of teaching strategies and ensure high levels of pupil interest.
 - Setting appropriate and demanding expectations.
 - Identify pupils who:
 - Have special educational needs
 - Are more able
 - Are not fluent in English
2. Provide clear structure for lessons, maintaining pace and challenge.
3. Make effective use of assessment information.
4. Plan opportunities to contribute to pupils' personal spiritual, moral, social and cultural development.
5. Set high expectations for pupil behaviour.
6. Establish a safe, supportive and stimulating learning environment.
7. Use a range of teaching methods to sustain the momentum of pupils' work and engage all pupils.

Monitoring, Assessment, Recording, Reporting and Accountability

1. Assess how well learning objectives have been met and use this assessment to improve specific aspects of teaching.
2. Monitor work providing constructive feedback and set targets for pupils' progress.
3. Assess and record each pupil's progress systematically and use records to ensure that pupils make demonstrable progress.
4. Write reports as required by statutory requirements.
5. Liaise with staff to ensure smooth transition from one phase to another, including co-ordination of the 'handover' of relevant documents.

Other Professional Requirements

1. To ensure 'Every Child Matters' and provide effective care, guidance and support.
2. Establish effective working relationships with professional colleagues.
3. Set a good example to the pupils through your presentation, personal and professional conduct.
4. Take responsibility for your own professional development, including knowledge of school policies and procedures.
5. Liaise effectively with parents and carers and other agencies.
6. Are aware of the role and purpose of the school governing body.

To undertake duties as the Headteacher may reasonably direct.