

CLIFTON CE (VC) PRIMARY SCHOOL



APPOINTMENT of a Primary Teacher

Job Description

Duties

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Executive Headteacher, in agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Teaching and Learning

- To teach a mixed age class of children primarily within EYFS and KS1 (and KS2 if required)
- Deliver high quality phonics lessons and have a solid understanding of systematic synthetic phonics and its importance to the primary curriculum
- To plan and deliver engaging, challenging lessons that inspire pupils and promote good progress and demonstrate good practice in all areas
- Differentiate lessons based on secure knowledge of the pupils in the class; including those with SEN
- Create an engaging learning environment for pupils
- Demonstrate good subject knowledge and a secure understanding of the Early Years Framework
- Make effective use of assessment and ensure coverage of programmes of study
- Carry out duties in accordance with the school's policies, schemes of work and National Curriculum
- To manage the working day of class Teaching Assistants
- To work with the SENCO, other professionals and stakeholders in pupil's lives to support them in meeting their full potential
- Set targets for pupil attainment levels
- Set work for pupils absent from school

Assessing and Reporting

- Evaluate and monitor pupils' work and set targets to progress
- Assess and record pupils' progress systematically: keeping records to check work is understood and completed; monitoring strengths and weaknesses; informing planning; recognising the level at which the pupil is achieving
- Liaise with parents, provide them with informative reports and lead parent consultation evenings
- Work within the Code of Practice relating to SEND
- Ensure the school cycle for monitoring the curriculum is followed

Leadership and Management

- Support and uphold all school policies
- Manage/coordinate certain curriculum subjects as negotiated with the Executive Headteacher
- *Undertake half termly health and safety risk assessments in line with whole school policy*
- Contribute to staff development activities
- Take responsibility for their own professional development and duties in relation to school policies and practices
- Liaise effectively with parents and governors

Standards and Quality Assurance

- Support the aims, ethos and Christian values of our Church School
- Ensure that our rigorous Safeguarding Procedures are implemented and followed
- Establish effective working relationships and set a good example through presentation and personal and professional conduct
- Set a good example in terms of dress, punctuality and attendance
- Attend and participate in open evenings and pupil performances
- Uphold the school's behaviour code and uniform policy
- Participate in staff training
- Attend staff meetings and relevant management meetings
- Contribute to developing links with the Governors, LA, neighbouring schools and the community

Other Duties and Responsibilities

- Other duties and responsibilities will be discussed and agreed with the successful candidate