



Job Description

Post Title:	Teacher
Department:	Ward Green Primary School
Reporting to:	Head of School
Salary within the range:	Main Pay Scale

Purpose of the post

- To teach a class, working constructively as a member of staff within the whole school team.
- To promote the ethos of the school within the context of our mission statement.
- To plan, teach, monitor, assess and evaluate the education programme for the pupils taught.
- To share in the corporate responsibility for the well-being and discipline of all pupils.

Responsibilities

Teaching

Having regard to the curriculum of the school:

- To plan and prepare courses and lessons using knowledge of school policies, schemes of work and national curriculum requirements for the relevant curricular areas.
- To teach according to the needs of pupils assigned to her/him, including the setting and marking of work: i.e. plan differentiated work to meet the needs of individuals and groups providing progression and continuity.
- Work as a member of the team, planning co-operatively, sharing information, ideas and expertise.
- Consult and plan with learning support staff and outside agencies as appropriate.
- Liaise with the SENDCO to ensure that the New Code of Practice is implemented fully.
- Organise and change the working environment appropriately for the range of activities taking place.
- Maintain a stimulating, informative environment displaying children's work appropriately.
- Teach pupils to take responsibility for resources and the environment.
- Maintain good order and discipline among the pupils and safeguarding their health and safety both when they are in school and when they are engaged in authorised school activities elsewhere.
- Work with all members of staff and parents/carers to ensure that the schools behaviour policy is implemented and to work at all times towards the happy, self-discipline child.
- Use a variety of suitable teaching and learning styles and ensure literacy, mathematics and ICT are reflected in the learning experiences.
- Communicate personal enthusiasm and stimulate and maintain interest in learning.
- To assist the Headteacher and the Senior Leadership Team, in ensuring that the curriculum provides a range of teaching which complements the school's strategic objectives.

Assessment, recording, reporting

- Assess, record and report on the attendance, development, progress and attainment of pupils; using a variety of methods according to national curriculum requirements and school policies.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- To mark, grade and give written/verbal and diagnostic feedback as required.
- Keep records of pupils' progress and report achievements in line with school policies and statutory requirements.
- Promote the general progress and well-being of individual pupils of any class or group of pupils assigned to her/him.
- Encourage pupils to strive for excellence in their work and behaviour.
- Undertake assessments of pupils as requested by external bodies and school procedures.
- Participate in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations, recording and reporting such assessments.

Communication

- Establish good relationships with parents/carers to promote, pupils learning and achievement in line with the school policy.
- Communicate and co-operate with persons or bodies outside the school and participate in meetings arranged.
- Provide and/or contribute to oral and written assessments, reports and references relating to the individual pupils and groups of pupils, e.g. in the context of SEND.
- Attend and take a constructive part in staff meetings and inset days.
- Contribute towards school assemblies.
- Note and respond to all messages left on staff notice board or emails.
- Ensure that all accidents and behavioural incidents are properly recorded and reported.
- Set high standards of punctuality, to be in class or playground to greet pupils at the start of teaching sessions. Register the attendance of pupils and supervise pupils, whether these duties are to be performed before, during or after school sessions.
- Participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.
- Work as part of a team; communicating with others.
- Give direction to Teaching Assistants to support pupils learning.

Management information

- To maintain appropriate records and to provide relevant accurate and up-to-date information for SIMS, registers, etc.
- To complete the relevant documentation to assist in the tracking of pupils.
- To track pupil progress and use information to inform teaching and learning.

Quality assurance

- To help to implement school quality procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation of the curriculum in line with agreed school procedures, including evaluation against quality standards and performance criteria.
- To seek / implement modification and improvement where required.
- To review from time to time methods of teaching and programmes of work.

- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

Management of resources

- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist the Senior Leadership Team to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school and the pupils.

Pastoral systems

- To be a class teacher to an assigned group of pupils.
- To promote the general progress and well-being of the pupils individually and of the class as a whole.
- To evaluate and monitor the progress of pupils and keep up-to-date pupil records as may be required.
- To contribute to the preparation of Action Plans and progress files and other reports.
- To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of pupils and with persons or bodies outside the school concerned with the welfare of individual pupils, after consultation with the appropriate staff.
- To contribute to PHSE and citizenship according to school and government policy.
- To apply the behaviour management systems so that effective learning can take place.
- To follow Safeguarding policies and procedures.

Professional Development

- Participate in arrangements for appraisal of her/his performance.
- Participate in arrangements for her/his further training and professional development as a teacher.

Subject leader responsibility

To lead a specified subject area taking such part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

In particular:

- To be responsible for maintaining resources for specified area of responsibility.
- To advise other members of staff on the resources available and to monitor their use.
- To order resources for a specified area of responsibility under the guidance of the deputy head teacher.
- To monitor the outcomes of pupils.
- To create action plans for school improvement.

Whole school commitment

- To demonstrate a commitment to the full life of the school and to work with all members of staff to ensure the success of whole school initiatives and assemblies, displays, open evenings and other activities as they occur in school.
- To support and assist in the development of the stated School and LA policies have a regard to the National Curriculum.
- To undertake, with all other members of staff, general responsibilities concerned with the day to day running of the school. e.g. playground duties.
- To be supportive of the school's extra-curricular activities.
- To take an active part in the school's involvement with the wider community.
- To ensure the children's safety at all times.
- To take part in marketing and liaison activities such as Parents' Evenings and liaison events within school and with partner schools.
- To contribute to the development of effective subject links with external agencies.

Other specific duties

To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.

- To support the school in meeting its legal requirements for worship.
- To promote actively the school's corporate policies.
- To continue personal development as agreed.
- To comply with the school's Health and safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by STPCD not mentioned in the above.

Standard Duties in all Trust Jobs

- Show a commitment to diversity, equal opportunities and anti-discriminatory practices • Show a commitment to ensuring that children and young people learn in a safe environment
- Participate in relevant and appropriate training and development as required.

Method of Working

HCAT expects all staff to work effectively and co-operatively as part of a team, delivering high quality support. This requires dealing with people politely and tactfully, and in accordance with Trust guidelines, policies and procedures. HCAT Team members are expected to respect confidentiality and safeguarding practices at all times.

Public Relations

Considerable importance is attached to the public relations aspect of our work. Members of the Team must always project a positive image of the Trust and through all activity.

DBS Certificate

HCAT takes its duty to safeguard the young people with which it works seriously.

All HCAT Team Members are required to undertake a Disclosure and Barring Service (DBS) check.



		Essential / Desirable	How Identified
Section	Information		
Education and Training			
	Qualified teacher status	E	AF
	Recent and relevant teaching experience within either EYFS/KS1/KS2	E	AF/I
	Evidence of professional development	E	AF/I
	Understands and is familiar with teaching and learning strategies	E	AF/I
General and Specialist Knowledge			
	Thorough working knowledge of either Early Years Foundation Stage / Key Stage 1 / Key Stage 2	E	AF
	How to promote effective teaching and learning	E	AF/I/R
	A range of effective teaching and assessment methods	D	I/R
	The development of a learning environment through positive behaviour management	E	I/R
	Understands and values the processes of planning, monitoring and evaluation as an aid to raise standards.	D	I/AF/R
	Knowledge of relevant legislation, e.g. SEND Code of Practice, Equal Opportunities, Safeguarding.	D	I/AF

	Is aware of their own role and responsibility to safeguarding pupils	E	I/AF
	A variety of teaching styles	D	I/R
	Equal opportunities and commitment to inclusion	E	AF/I
	Good written and oral communication skills	E	I/AF
	Good presentational and ICT skills	D	I/AF
Skills and Abilities			
	Clear verbal and written communication with pupils, staff and other stakeholders	E	AF/I
	Ability to work flexibly and respond to changing circumstances	E	AF/I/R
	Self motivation and the ability to motivate pupils	E	AF/I/R
	High expectations	E	AF
	Confidence, determination and enthusiasm	E	I/R
	The ability to work under pressure and to deadlines	E	AF/R
	Works well within and contributes to team development	E	AF/I/R
Additional Requirements			
	Operate with the highest standards of personal/professional conduct and integrity	E	AF/I/R
	Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust.	E	AF/I/R
	Willing to undertake training and continuous professional development in connection with the post.	E	AF/I/R
	Work in accordance with the Trust's values and behaviours.	E	AF/I/R
	Able to undertake any travel in connection with the post.	E	AF/I/R
	Able to demonstrate sound understanding of equality/diversity in the workplace and services provided especially in the access to delivery of the education of pupils and of own non-discriminatory practice and attitude	E	AF/I/R

	Satisfactory DBS disclosure to work in an environment dealing with young people	E	AF/I/R
	Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults	E	AF/I/R
	A commitment to safeguarding and promoting welfare for all	E	AF/I/R

Key:

E = Essential

AF = Application Form

D = Desirable

I = Interview R = References