**Job Description for the Post of Teacher**

Pay scale: M1-4

Hours/weeks: Part time, Fixed Term

Line Manager: Mel Brown

This appointment is subject to the current conditions of employment of teachers contained in the school Teacher’s Pay and Conditions Document, The Education Act 1997, the required standards for Qualified Teacher Status, other current legislation including the Teacher Standards and the school’s articles of government.

This job description is to be performed in accordance with the School Teacher’s Pay and Conditions Document and within the range of duties set out in that document so far as relevant to the post holder’s title and salary grade. The post is otherwise subject to the Conditions of Service for School Teachers in England and Wales (the ‘Burgundy Book’) and to locally agreed conditions of employment to the extent that they are incorporated in the post holder’s individual contract of employment. Copies of the relevant documents are available for inspection at the school.

This job description may be amended at any time following the discussion between the Headteacher and member of staff, and will be reviewed annually in response to the changing needs of the school.

You will be required to carry out the following duties. The nature of the Academy year requires some of these tasks to be done regularly whilst others will be on an annual cycle. Specific responsibilities include:

# Knowledge and understanding

* Have knowledge of and keep up to date with the Curriculum guidance for Key Stage 1, and Key Stage 2 National Curriculum and the Agreed Syllabus for RE.
* Understand how pupils’ learning is affected by their physical, intellectual, emotional and social development and to understand the stages of child development.
* Be familiar with the school’s current systems and structures as outlined in policy documents, including the Health and Safety and Child Protection policies.
* Understand and know how national, local comparative and school data, including National Curriculum test data can be used in professional and school development.

# Planning, teaching and class management

* Plan and deliver, with regard for the school’s aims, own policies and schemes of work, the teaching programme for all children within the class, using clear differentiation.
* Provide clear structures for lessons and for sequences of lessons, which maintain pace, motivation and challenge.
* Make effective use of assessment information on pupils’ attainment and progress and in planning future lessons.
* Ensure effective teaching of whole classes, groups and individuals, establishing high expectations of behaviour and attainment, so that teaching objectives are met.

* Monitor and intervene when teaching to ensure sound learning and discipline and maintain a safe environment in which pupils feel confident.
* Use a variety of teaching methods to:
  1. Match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
  2. Use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
  3. Select appropriate learning resources and develop study skills
* Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught.
* Be familiar with the Code of Practice and identification, assessment and support of pupils with SEN.
* Evaluate your own teaching critically to improve effectiveness.

# Monitoring, assessment, recording, reporting and accountability

* Assess and record each pupil’s progress systematically with reference to the school’s current practice, including the social progress of each child and use the results to inform planning.
* Mark and monitor class work and homework, providing constructive feedback and setting targets for future progress.
* Set regular, ambitious yet achievable targets for the children.
* Provide reports on individual progress to the Head Teacher and parents as required.

# Other professional requirements

* Establish and maintain effective working relationships with professional colleagues and parents.
* Participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post.
* Be aware of the need to take responsibility for your own professional development.
* Participate in duty rosters, including taking assemblies.
* Participate in the school’s arrangements for performance management and other professional development activities.
* Liaise effectively with parents and governors • Safeguard the health and safety of all children.

# **General**

* Work in a professional manner and with integrity and maintain confidentiality of records and information.
* Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.

* Be aware of and comply with all Trust policies including in particular Health and Safety and Safeguarding.
* Participate in the Trust Appraisal process and undertake training and professional development as required.
* Adhere to all internal and external deadlines.
* Establish constructive relationships with colleagues, other schools within the Trust and outside agencies.

These above mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust. The responsibility level of any other duties should not exceed those outlined above.