

## **JOB DESCRIPTION**

### **Primary Teacher**

**Salary/grade:** MPR

**Reporting to:** Headteacher.

**Responsible for:** the provision of a full learning experience and support for primary-age students.

**Liaising with:** Headteacher, teaching/support staff, LA representatives, external agencies and parents.

**Working time:** 1 FTE – 1 year Fixed term starting September 2022

**Purpose:**

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students within the relevant age group.
- Take responsibility for the progress of a class of primary age pupils.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment.
- To share and support the academy's responsibility to provide and monitor opportunities for personal and academic growth.



<b>Main Duties</b>	
<b>Operational/Strategic Planning</b>	<ul style="list-style-type: none"><li>• To assist in the development of appropriate syllabuses, resources, schemes of work and lesson plans in line with curriculum objectives.</li><li>• To develop and foster the appropriate skills and social abilities to enable the optimum development of children, according to age, ability and aptitude.</li><li>• To plan and prepare courses and lessons, linking it to earlier learning and to inspire pupils to help them deepen their knowledge and understanding.</li><li>• To contribute to the whole Academy's planning activities - liaising with colleagues and working flexibly, particularly in smaller schools.</li></ul>
<b>Curriculum Provision</b>	<ul style="list-style-type: none"><li>• To assist the Headteacher to ensure that the subject area provides a range of teaching which complements the Academy's objectives.</li></ul>
<b>Curriculum Development</b>	<ul style="list-style-type: none"><li>• Keeping up-to-date with changes and developments in the structure of the curriculum so as to ensure continued relevance to the needs of students, examining and awarding bodies and the Academy's Strategic Objectives.</li></ul>
<b>Staff Development</b>	<ul style="list-style-type: none"><li>• To take part in the Academy's staff development programme by participating in arrangements for further training and professional development.</li><li>• To continue personal development in the relevant areas including subject knowledge and teaching methods.</li><li>• To engage actively in the Performance Management process.</li></ul>
<b>Deployment of Staff</b>	<ul style="list-style-type: none"><li>• To ensure the effective/efficient deployment of classroom support</li><li>• To work as a member of a designated team and to contribute positively to effective working relations within the Academy</li></ul>
<b>Quality Assurance</b>	<ul style="list-style-type: none"><li>• To help to implement Academy quality procedures and to adhere to those.</li><li>• To contribute to the process of monitoring and evaluation of the subject area in line with agreed Academy procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.</li><li>• To review, from time to time, methods of teaching and programmes of work.</li><li>• 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 Academy.</li></ul>
<b>Management Information</b>	<ul style="list-style-type: none"><li>• To maintain appropriate records and to provide relevant accurate and up-to-date information for SIMS, registers, etc.</li><li>• To complete the relevant documentation to assist in the tracking of students.</li></ul>



	<ul style="list-style-type: none"> <li>To track student progress and use information to inform teaching and learning.</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>To communicate effectively with the parents of students as appropriate.</li> <li>Where appropriate, to communicate and co-operate with persons or bodies outside the Academy.</li> <li>To follow agreed policies for communications in the Academy.</li> </ul>
<b>Liaison</b>	<ul style="list-style-type: none"> <li>To take part in liaison activities such as outings, activities, Open Days, Parents' Evenings.</li> <li>To contribute to the development of effective subject links with external agencies.</li> </ul>
<b>Management of Resources</b>	<ul style="list-style-type: none"> <li>To contribute to the process of the ordering and allocation of equipment and materials.</li> <li>To assist the Headteacher to identify resource needs and to contribute to the efficient/effective use of physical resources.</li> <li>To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the Academy, department and the students.</li> </ul>
<b>Pastoral System</b>	<ul style="list-style-type: none"> <li>To be a Form Teacher to an assigned group of students.</li> <li>To promote the general progress and well-being of individual students and the Tutor Group as a whole.</li> <li>To register students, accompany them to assemblies, encourage their full attendance and their participation in other aspects of Academy life.</li> <li>To evaluate and monitor the progress of students and keep up-to-date student records as may be required.</li> <li>To contribute to the preparation of Action Plans and progress files and other reports.</li> <li>To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.</li> <li>To communicate as appropriate, with the parents of students and with persons or bodies outside the Academy concerned with the welfare of individual students, after consultation with the appropriate staff.</li> <li>To apply the Behaviour Management systems so that effective learning can take place.</li> </ul>
<b>Teaching</b>	<ul style="list-style-type: none"> <li>To teach students according to their educational needs, including the setting and marking of work carried out by the student in Academy and elsewhere.</li> <li>To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.</li> <li>To provide or contribute to oral and written assessments, reports and references relating to individual students and groups of students.</li> <li>To ensure that ICT, Literacy, Numeracy and Academy subject</li> </ul>



	<p>specialisms are reflected in the teaching/learning experience of students.</p> <ul style="list-style-type: none"> <li>• To undertake a designated programme of teaching.</li> <li>• To ensure a high quality learning experience for students which meets internal and external quality standards.</li> <li>• To prepare and update subject materials.</li> <li>• To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.</li> <li>• To maintain discipline in accordance with the Academy's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.</li> <li>• To undertake assessment of students as requested by external examination bodies, departmental and Academy procedures.</li> <li>• To mark, grade and give written/verbal and diagnostic feedback as required.</li> <li>• To apply the Rewards Systems to encourage and recognise student progress.</li> </ul>
<b>Other Specific Duties</b>	<ul style="list-style-type: none"> <li>• To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.</li> <li>• To run an extra-curricular activity.</li> <li>• To support the Academy in meeting its legal requirements for worship.</li> <li>• To promote actively the Academy's corporate policies.</li> <li>• To continue personal development as agreed.</li> <li>• To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate.</li> <li>• To adhere to the Academy's staff appearance code.</li> <li>• To undertake any other duty as specified by STPCD not mentioned in the above.</li> </ul>

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Following consultation with you this job description may be changed by St Benet's MAT to reflect or anticipate changes in the job which are commensurate with the salary and job title.