

St Giles' CE Primary School



Job Description

Date: September 2022

Teacher: Main scale

1. Terms and Conditions

This post is subject to the following terms and conditions:

- ♦ The terms and conditions set out in the School Teachers' Pay and Conditions Document.
- ♦ The other terms and conditions set out in the various national collective agreements.
- ♦ The Local Authority Rules and Conditions as laid down in the Personnel Handbook.
- ♦ The school's Instruments and Articles of Government as appropriate.
- ♦ Details as laid out in the contract of employment issued on behalf of the Governing Body.
- ♦ The other conditions as set out in this job description and agreed aspects of the Performance Management Policy.
- ♦ Commitment related to direct hours. Please note this may include some evening sessions.

2. Description of Teaching Post

Full time teacher on a permanent contract to teach pupils in the age range 4-11 years

3. Generic Role Description (these are taken from the National Standards for Teaching)

The role is that of class teacher and in addition to Section 1 above, you are required to carry out such particular duties as detailed in the School Teachers' Pay and Conditions Document.

Professional Values and Practice

- ♦ Have high standards of all pupils.
- ♦ Treat pupils consistently.
- ♦ Demonstrate and promote the positive values, attitudes and behaviour that the school expects from our pupils.
- ♦ Liaise effectively with pupils' parents/carers through informative oral and written reports on pupils' progress and achievements, discussing appropriate targets, and encouraging them to support their children's learning, behaviour and progress.
- ♦ Deploy support staff and other adults effectively in the classroom, involving them where appropriate, in the planning and management of pupils' learning.
- ♦ Contribute to the school's self-review and development of the curriculum, policies and aims.
- ♦ Contribute to, and share responsibility in, the corporate life of the school.
- ♦ Improve your own teaching through evaluation and learning from the effective practice of others, and through participating in the Performance Management process.
- ♦ For post-threshold teachers on Upper Pay Scale - make a distinctive contribution to the raising of standards and be a role model for teaching and learning.

Knowledge and Understanding

- ♦ Have knowledge of and keep up-to-date with the National Curriculum, Foundation Stage Curriculum and guidance and the Agreed Syllabus for Religious Education and any other current developments.
- ♦ Understand how pupils' learning is affected by their physical, intellectual, emotional and social development and understand the stages of child development.
- ♦ Make effective use of ICT for teaching and learning and management support.
- ♦ 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 how national and local comparative and school data, including National Curriculum test data can be used to set clear targets for pupils' achievement.

Planning, Teaching and Class Management

- ♦ Plan effectively to ensure that all pupils have the opportunity to meet their potential, including those pupils with special educational needs.
- ♦ Plan and deliver the National Curriculum through the school's curriculum planning and schemes of work, including the National Literacy and Numeracy Strategies and the Agreed syllabus for RE - through medium and short term planning using the agreed school formats.
- ♦ Secure a good standard of pupil behaviour in the classroom by establishing appropriate rules and high expectations of discipline which pupils respect; act to pre-empt and deal with inappropriate behaviour in the context of the Behaviour Policy of the school.
- ♦ Set clear targets for the improvement of pupils' achievement, monitor pupils' progress towards those targets including PCPs for pupils on the SEN Register, and use appropriate teaching strategies in the light of this, including, where appropriate, in relation to Literacy, Numeracy and other school targets.
- ♦ Maintain high standards for teaching and learning through well structured lessons that maintain pace, motivation and challenge, and use a variety of teaching and learning styles in order to engage all pupils.
- ♦ Make effective use of all assessment information on pupils' attainment and progress in planning appropriately differentiated work.
- ♦ Maintain a safe environment for pupils and staff and uphold the School's Behaviour Policy.
- ♦ Maintain a happy purposeful and stimulating learning environment.

Monitoring, Assessment, Recording, Reporting and Accountability

- ♦ Assess and record each pupil's progress systematically, in accordance with the schools' Assessment Policy and timetable.
- ♦ Mark and monitor class work and homework, providing constructive feedback to pupils against lesson objectives and targets.
- ♦ Provide reports on individual progress to the Headteacher and parents and meet with parents as required.

4. Curriculum Responsibilities

Contribute to the development of the following curriculum areas across the school: tbc

5. Directed Time

Directed time is 1265 hours.

6. Review

Job descriptions will be reviewed annually in the Autumn Term or earlier if necessary. In addition, it may be amended at any time after consultation with you. The next review will take place in autumn 2023.

7. Pension

Unless you notify to the contrary, it will be assumed that as a full-time employee, you will contribute to the Teachers' Pension Scheme. If you are a part-time employee or have any queries or require further information you should contact Personnel Services at the Education Department. The School Administrator will provide you with a contact name and telephone number.

8. Agreement

I, the undersigned, acknowledge that I have received the job description, that I understand the contents and that by signing, I agree to them.

Signed:
(Post holder)

Date:

Signed:
(Headteacher)

Date: