



Priory School (Foundation)

Job Description: Class Teacher

Responsible to: Year Leader

Main purpose of the job:

- To carry out duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document
- To comply with the current DfE Teachers' Standards
- To plan, implement and deliver an appropriate and differentiated curriculum for all pupils in their class
- To contribute to raising standards of pupil attainment
- To promote the progress and well-being of every child in the class assigned to them

Responsibilities:

- Monitor and evaluate pupil achievement, attainment and progress in all areas of the curriculum
- Liaise with relevant staff to ensure continuity and progression for all children
- Set appropriate expectations in relation to standards of pupil's achievements and progress establish clear targets for improvement in all areas of the curriculum
- Monitor progress and ensure appropriate action plans are in place where issues are identified and collect and interpret specialist data for these pupils
- Maintain appropriate records and provide accurate information on pupil progress, development and attainment and other relevant matters as required by the school

Other Professional Requirements:

- Teach assigned pupils and ensure that planning, preparation, recording, assessment and reporting, meet their varying learning and social needs
- Be a role model for the ethos and core values of the school while teaching pupils
- Assist in the development of appropriate syllabuses, resources, schemes of work, policies and teaching strategies within the school
- Implement and follow school policies and procedures as approved by the Governors and SLT
- Take joint responsibility with all other staff for the pastoral care and behaviour management of all pupils and maintain good order and discipline in the classroom
- Ensure planning is effectively carried out and ensure individual needs are being met
- Contribute to the reporting arrangements to parents
- Contribute to out of school activities, e.g. parents' consultation, open evenings, school trips etc as may be reasonably required.
- Ensure the maintenance of a structured and stimulating environment for effective teaching and learning, for good behaviour and discipline and for pupils' spiritual, moral, social and cultural development
- Mark and give feedback, in line with school policy, on work set in school and for homework so that learners are informed how to improve
- Take part in appropriate staff development in line with the school improvement plan.
- Take part in extra-curricular activities in support of the school community, e.g. plans, concerts, entertainment, sports fixtures ext.
- To have due regard for health and safety of self, staff, children and visitors and have responsibility for bringing all matters of concern to the attention of the Business Manager

Behaviour and Safety

- Lead by example as a teacher, achieving high standards of pupil behaviour and maintaining a positive attitude
- Together with members of SLT, be responsible for all aspects of safeguarding of pupils
- Be aware of and comply with the school's Behaviour Policy

Safeguarding Children:

Priory School takes the safeguarding of all children very seriously and provides regular training to all staff to ensure that safeguarding matters remain a priority. We follow all safeguarding and safer recruitment legislation, and all staff will be expected to read, understand, and follow the Keeping Children Safe in Education annually and when new updates are published.

You are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the school.

All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the school.

Compliance:

- During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Priory School or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.
- During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulations (GDPR) 2018. This includes your responsibilities as a member of staff to process personal and sensitive data in an appropriate manner.
- The post holder must be aware that any information held by the School in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the School's policies and procedures
- No smoking or intoxicants are permitted in any part of the premises or grounds managed, leased or owned by Priory School. No smoking or intoxicants are permitted in School vehicles or in any vehicle parked on School premises. Smoking of any product and the consumption of alcohol are strictly forbidden.