



## UPPER KS2 TEACHER - FIXED TERM FULL TIME MATERNITY COVER

| Post Details:   |  |
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| Dates:          | To start September 2021                    |
| Contract type:  | Full Time, fixed term until 31 August 2022 |
| Salary details: | MPS  |

| Job Purpose & Objectives   |
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| 1.1 The responsibilities specified in the following job description are in accordance with those specified in the School Teacher's Pay and Conditions Document, which a School Teacher is required to perform. The post holder will be expected to manage all aspects of teaching within the overall educational aims of the school, and establish and maintain the highest quality possible of teaching and learning. |

| Main Duties & Responsibilities   |
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| Teaching   |
| 2.1 Responsible for the education and welfare of designated class at the direction of the Head Teacher, Deputy Head Teachers or Lead Practitioner, in accordance with the requirements of the Conditions of Employment of School Teachers. To have due regard for the requirements of the School Curriculum, the School Vision, School Aims and the School Policies, as well as contributing to the ethos of the school. |
| 2.2 Plan and prepare units of work and lessons as directed.  |
| 2.3 Teach, according to their educational needs, the pupils assigned to you, including the setting and marking of work carried out by the pupil in school and elsewhere.   |
| 2.4 Assess, record and report on the development, progress and attainment of pupils where appropriate.   |
| Other Activities   |
| 2.5 Promote the general progress and well-being of individual pupils and any class or group assigned.  |
| 2.6 Provide guidance, advice and support to pupils on educational, social and emotional matters and make relevant records and reports on personal and social needs when necessary.   |
| 2.7 Communicate and consult with the parents of pupils and with school governors.  |
| 2.8 Communicate and co-operate with persons or bodies outside the school where appropriate.  |
| 2.9 Participate in meetings arranged for any of the purposes described above.  |
| 2.10 Participate in arrangements made for the appraisal of performance for yourself and that of other teachers.  |
| 2.11 Perform particular duties as may be reasonably assigned to you by the Head teacher from time to time.   |
| 2.12 Attend, and lead, collective worship sessions as required.  |

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| <b>Assessments and Reports</b>  |
| 2.13 Provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups where appropriate.  |
| <b>Professional Development</b>   |
| 2.14 Engage in continuous professional development, based on evidence based research, led by Head teacher, Deputy Head Teachers, Lead Practitioner or subject leaders.  |
| 2.15 Participate in arrangements for your further training and professional development as a teacher, and to share these experiences with colleagues, both informally and at staff meetings.  |
| 2.16 Participate in meetings, including preparation and delivery of reports, at the school which relate to the curriculum or to administration and organisation, including pastoral arrangements.   |
| <b>Behaviour and safeguarding</b>   |
| 2.17 Maintain good order and discipline among the pupils you are teaching, and share in the corporate responsibility for the well-being and behaviour of all pupils in school.  |
| 2.18 Having regard for the need to safeguard the pupils' wellbeing in accordance with school policy, in order to safeguard the pupils' safety, both when authorised to be on the school premises and when you are engaged in authorised school activities elsewhere.  |
| <b>External Examinations</b>  |
| 2.19 Where appropriate, participating in arrangements for preparing pupils for external examinations, assessing pupils for the purposes of such examinations and recording and reporting such assessments; and participating in arrangements for pupils' conduct in such examinations.  |
| <b>Administration</b>   |
| 2.20 Participate in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for the teachers in the school.  |
| 2.21 Mark class registers, ensuring absences or lateness are noted and appropriate action taken where there are concerns.   |
| 2.22 Assist in the supervision of pupils, whether these duties are performed before, during or after school sessions.   |
| <b>General Information for all Posts</b>  |
| <p>2.23 This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Head teacher.</p> <p>NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Head Teacher (in consultation with the postholder) to reflect the changing work composition of the business.</p> |