Primary School

Job Description

Post: Main Scale Teacher

Main Duties:

- Classroom teaching
- Subject leading

Job Content:

You are expected to carry out the duties of a school teacher as set out in the current school teachers Pay and Conditions Document 2006. You are required to carry out such particular duties which are specified in the Pay and Conditions Document 2006 as the Headteacher may reasonably direct from time to time (sub paragraphs 11 & 12 of paragraph 35). You will be responsible for the delivery of the National Curriculum and its implementation according to agreed policies, paying particular attention to ***Equal Opportunity*.** This post requires you to teach pupils in the Primary age range (5-11), and if appropriate, Nursery aged pupils.

You will be required to:

Classroom Teaching

- take responsibility for the welfare and safety of all pupils in the school's care and particularly those in your class
- observe and record pupils' progress, attainment, needs and interests as well as plan and provide appropriate learning experiences for them
- plan and prepare long, medium and short term teaching plans as a member of a team
- attend regular planning, staff and team meetings, school productions and other whole school events
- prepare reports for and attend parents meetings
- plan, resource and maintain an attractive learning environment which facilitates autonomous learning and enables pupils to maximise their potential
- establish good professional relationships with pupils, parents and colleagues
- monitor pupils' progress, keep meaningful records and evaluate your own and pupils' performance
- keep abreast of current Educational Thought and Initiatives and take responsibility for your own professional development
- accept responsibility in conjunction with other staff for implementing everyday school activities in accordance with agreed school policies
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Southwark Safeguarding Children's Board and the school's safeguarding policy

Subject Leading

- contribute to the formulation of School Development Plans as necessary with specific reference to your subject area
- develop where necessary and maintain a curriculum map for delivering programmes of study within your subject area

- adopt and keep under review a whole school Scheme of Work for your subject area through consultation with colleagues, LEA subject advisers and other agencies
- ensure that whole school Assessment and Record Keeping Practices are in place for your subject
- keep subject related Equal Opportunities issues under review
- contribute to the support given to pupils with ***Special Educational Needs*** with specific reference to your subject area and in accordance with the School's SEN policy
- manage and monitor a curriculum budget including auditing, ordering and managing whole school resources for your subject area
- collaborate with curriculum team leaders and other colleagues to produce action plans and reports for the SMT and Governing Body
- develop and implement in conjunction with other middle and senior managers, appropriate strategies for raising the achievement of pupils within your subject area.

Because of the nature of the post candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate, the nature of such convictions.

Job descriptions are a guide not a prescriptive list. Specific duties and responsibilities are subject to change and will be reviewed as and when necessary taking into account factors such as the school's needs or new changes in legislation. All staff are expected to comply with all school policies including Health and Safety (in line with the Health and safety Act 1974).

This post is subject to review within one year, after which it may become permanent subject to the discretion of the Governing Body. Newly qualified teachers are not expected to lead a subject in their first year of teaching, but will work along side an experienced member of staff.