# Job Description for Teaching Staff

* To manage the classroom teaching of a group of children in accordance with DFE conditions of employment document 2004 and school’s employment documents
* To ensure the quality of the children’s learning and the smooth running of the school by following the school’s policy documents, procedures, schemes of work and the agreed staff handbook

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This post requires you to teach pupils in the range 4 - 11

**Learning & School Development:**

The success of the school is a shared responsibility therefore it is expected that all teachers participate in the development of school. Teachers are expected to be effective team members who work with others, have an important role in planning and implementing the school development, action plans and using data to ensure all children achieve their full potential.

Teachers’ duties are summarised as follows;

* To plan appropriate work for all children in your care having regard for their stage of development and ability
* To create and maintain a positive, stimulating and supportive learning environment that reflects the needs of the children and promotes independent learning
* To create opportunities for pupils to demonstrate responsibility, resourcefulness and resilience
* To produce learning plans which ensure the correct curriculum content, pitch and differentiation to be used. To plan for the grouping of children, TA support, projects, visits and teaching strategies.
* To set class and individual targets.
* To regularly assess and record progress.
* To report on children’s progress to parents at Parents’ Evenings and any other time as necessary.
* To write an annual report to parents.
* To assess children’s progress, set targets for improvement and give the necessary support.
* To give proper emphasis to the children’s spiritual, moral, social and cultural development and actively encourage a high standard of work and behaviour in class and across the school.
* To follow the whole school behaviour policy, focussing on positive behaviour techniques.
* To maintain close contact with parents/carers, fostering mutual respect and understanding.
* To consult colleagues, seek advice, share ideas and be prepared to give and receive constructive criticism to stimulate personal and group development.
* To strive for the highest possible professional standards for the sake of the children and the school as a whole.
* Be committed to having high expectations of children and adults alike.
* Be committed to procedures and regulations/law in respect of health and safety and safeguarding.