

Hempsted C of E Primary School

‘Growing Together in God’s Love’

Main Scale Teacher Job Description

POST: Main Scale Teacher (Permanent) : Full days Wednesday and Friday, and until lunchtime on a Thursday. 10% PPA time is added to this. The contract is 0.575 FTE

SCHOOL: Hempsted C of E Primary School

PAY RANGE: Main Scale

Job Purpose **Class Teacher, responsible to the Headteacher**

To be committed to our mission statement, values and aims.

The teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers’ Pay and Conditions Document
- Meet the expectations set out in the Teachers’ Standards

Duties and responsibilities

Teaching

- Plan and teach well-structured lessons to assigned classes, following the school’s plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school’s policies, practices and procedures, so as to support the school’s vision and values
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach

Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

Professional development

- Take part in the school’s appraisal procedures
- Take part in further training and development in order to improve own teaching
- Take part in the appraisal and professional development of others, where appropriate

Communication

- Communicate effectively with pupils, parents and carers

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

Subject Leader (if applicable)

Key Tasks:

- To take responsibility for your designated curriculum/pastoral area in order to achieve consensus in agreed priorities.
- To be responsible for co-ordinating action to achieve agreed targets in your curriculum subject.
- To analyse and interpret relevant national, local and school data, research and inspection evidence, to inform policies, practice, expectations, targets and teaching methods.
- To lead the staff in the writing of an appropriate policy for your area of responsibility. To monitor and evaluate the implementation of that policy. To review it in line with changed circumstances or as considered appropriate by yourself and the Headteacher.
- To ensure that there is an appropriate long term plan and scheme of work for all staff to follow.
- To assist the Senior Leadership Team to monitor planning to ensure continuity and progression.
- To monitor the learning and teaching in your area of responsibility in consultation with the Senior Leadership Team.
- To ensure that assessment is an integral part of planning and check that it is being carried out and recorded effectively so that its outcomes are being used to inform future teaching and learning
- To ensure that all staff are kept informed of developments in your area of responsibility in order to identify training needs.
- To liaise with the SENDCo as appropriate.
- To be responsible for the provision, availability and accessibility of appropriate resources.
- To be responsible for the budget for your area of responsibility.
- To liaise with other schools to share best practice, as appropriate.
- To report to the Governing Body when required.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager. This job description may be amended at any time, following discussion between the Headteacher and member of staff.

Signed..... (Teacher)

Date