**Royles Brook Primary School**

**Thornton Cleveleys**

**Job Description**

This is a full time permanent post to work within a Key Stage 1 class.

Main Duties:

The post holder will be responsible to the Headteacher for his/her teaching duties and responsibilities in carrying out the effective teaching and organisation of a class. This will include:

* To plan, set and mark programmes of study for the children so that effective learning can take place.
* To develop friendly, trusting and productive relationships with the children that will encourage them to take full advantage of all learning opportunities.
* To create a positive learning environment.
* To foster a positive approach to behaviour management, which establishes standards conducive to excellent work and behaviour.
* To seek and expect high standards of work in all activities and to ensure that individual children complete each section of work to a high standard and that all work is marked constructively.
* To carry out Formative and Summative assessments and to organise and maintain appropriate individual records and reports in accordance with Statutory DfE requirements and school policies.
* To liaise with the school SENCO and follow school policy regarding children with Special Educational Needs.
* To assist in the development of strong links between home and school by meeting and sharing with parents in both formal and informal situations.
* To enhance his/her own professional development by attendance at relevant INSET courses in line with the School Development Plan.
* To engage in Performance Management and strive to meet the agreed targets.
* To work collaboratively and constructively with other colleagues