



ASMALL PRIMARY SCHOOL

Head Teacher: Mrs G M Speak

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JOB DESCRIPTION

CLASSROOM TEACHER

Main Pay Scale: MPS 1 to MPS6 /UPS1 to UPS3
{Subject to a satisfactory Performance Review}

RESPONSIBLE TO: The Headteacher

All teachers at Asmall School will be expected to undertake the following duties as laid down in the School Teachers' Pay and Conditions Document.

These duties include:

RESPONSIBLE FOR: Securing commitment and success for the school through ensuring high quality education for all pupils in accordance with statutory requirements.

ALL STAFF ARE EXPECTED TO:

- Work in accordance with school policies, providing excellent moral, social, spiritual and cultural role models;
- Put the needs of the school's pupils first and actively promote an enthusiasm to learn.

PROFESSIONAL RESPONSIBILITIES

The Professional duties of teachers are set out in the School Teachers Pay & Conditions Document and describe the duties required by all teachers.

*Additionally the professional standards for teachers are professional statements of a teacher's professional attributes, professional knowledge and understanding, and professional skills and provide clarity of the expectations at each career stage. Teachers on the **Main Pay Scale** to work in line with **the new teaching professional standards for Main Pay Scale (MPS) teachers (2012)** Teachers on the Upper Pay Scale are expected to work in line with **the "Post Threshold" professional standards.***

As part of the teaching team teachers are expected to accept responsibility as co-ordinator for one or more areas of the curriculum to ensure continuity, progression and high standards of learning and supporting colleagues in the delivery of this specialist area (unless NQT). At Asmall, subject Co-ordinators:

- Advise other teachers and support staff according to their subject expertise.
- Attend appropriate subject leader training.
- Lead INSET on approaches to teaching subject areas with colleagues.
- Lead in assessment, planning and analysis of attainment and progress.
- Contribute to the professional development of other staff.
- Liaise with and direct the work of visiting specialists relating to your subject area.

- Co-ordinate activities relating to a subject area or areas, e.g. Art Week.
- Develop, monitor, review, evaluate effectiveness of and report on policy, action plans and practice to the governing body.
- Plan and manage associated resources/teaching materials, teaching programmes, courses of study, methods of teaching and assessment where appropriate.
- Give guidance, support and encouragement to staff.
- Take part in self-evaluation, write action plans and review these.

MAIN CORE EMPLOYMENT DUTIES:

1. Class Responsibility

Take responsibility for the progress of a KS2 class children, including those with SEN. Plan and teach lessons that cater for the needs of the whole ability range within the class. Provide and mark homework in accordance with school policies. Plan sequences of lessons using cross-curricular themes so that pupils appreciate that all aspects of study are inter-connected. Create a stimulating environment by the use of imaginative displays. Develop working walls (English and maths) as a teaching and learning tool. Ensure that all aspects of pastoral care and the curriculum are in accordance with whole school policies. Register the attendance of pupils and provide supervision before, during and after school sessions. Have regard to the social, moral, spiritual, cultural and personal development of the school's pupils in a multi-cultural society.

2. High Standards

Establish appropriate and challenging expectations for all pupils. Ensure the highest possible standards of learning, progress and achievement for all pupils taught through a positive, exciting, stimulating, purposeful learning environment. Create positive relationships with pupils. Maintain discipline within a positive ethos. Undertake marking of pupil work and provide constructive feedback to facilitate pupil progress. Provide a positive role model for pupils at all times.

3. Planning and Assessment

Meet requirements for the assessment and recording of pupils' progress within the policies of the school. Be responsible for the planning and assessment of effective teaching and learning strategies, having regard to the statutory curriculum, the aim, policies and schemes of work of the school. Be responsible for maintaining up to date records for individual and groups of pupils and where appropriate contribute to SEN reviews. Undertake planning, assessment, recording and reporting in accordance with agreed whole school policies and statutory requirements. Set targets for further pupil development based on the use of test and diagnostic data. Prepare pupils for tests and associated assessment. Review and update IEPs and other documentation for children within the class each term.

4. Relationships with Parents

Provide feedback and targets to parents on pupils' progress and welfare through Parents' Evenings, ClassDojo, meetings and written reports. Create positive relationships with parents, foster parental involvement and participate in Parents' Evenings. Develop partnership with parents to ensure progress and supportive challenge for pupils.

5. Working with Others

Work with others to plan and co-ordinate class work. Liaise with other members of staff and visiting specialists working within the class and the school team. Plan for support staff working within the class. Supervise students and participate in induction arrangements. Plan for and direct voluntary helpers.

6. Whole School

Participate in meetings which relate to curriculum, administrative, organisational or pastoral affairs. Attend and share in leading whole school assemblies. Take part in school events and activities that can be run out of school session time. Contribute to the wider life of the school by attending social events and 'Friends of Asmall' activities. Be a committed member of the school team, playing a positive, active part in the life of the school community. Promote the school in the wider community. Participate in or organise extra-curricular activities.

7. Professional Development

Have attained the National Standards for Qualified Teacher Status, or NQT; enhance and update teaching and learning skills through continuing professional development.

Follow the staff development policy of the school, participate in Appraisal and participate in professional development activities including weekly INSET after school.

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person. Be aware of Safeguarding and Child Protection Policies and Procedures and ensure pupil safety at all times. Participate in Child Protection training. Liaise with external agencies as required in class teacher and subject leader roles. Stay up to date with changes and developments in the structure of the curriculum. Have a thorough knowledge of both the National and wider curriculum.

8. Additional

Accept any other responsibilities delegated by the Headteacher in accordance with the School Teachers' Pay and Conditions Document.

Work such additional hours over and above those specified in order to enable the discharge of professional duties.

Undertake any duties that the Headteacher may reasonably ask of you.