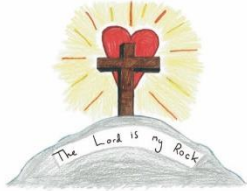


Simonstone St. Peter's Church of England School



OUR VISION



'The Lord is my Rock' Psalm 18:2 building a firm foundation based on faith and knowledge to enrich life's journey. We learn to connect with God through valuing the world we share and nurturing our friendships; working together as a Christian family to achieve our best, learning with confidence to fulfil our dreams.

Simonstone St Peter's CE Primary School Job Description Class Teacher

Purpose of the post

- To carry out the duties of a teacher as set out in the most recent School Teachers Pay and Conditions Document
- To teach children a high quality and appropriate curriculum which meets the requirements of the National Curriculum
- To support the vision and aims of Simonstone St Peter's Church of England Primary School supporting our strong Christian ethos.
- To lead specified subject areas, (if applicable) including reviewing, monitoring and delivering staff updates in these subjects.
- To contribute to the wider aspects of school life undertaking extracurricular activities
- To share in the corporate responsibility for the well-being, safeguarding and discipline of all the pupils

Primary Responsibilities

- To meet the expected standard of a qualified teacher as outlined in the Professional Standards for teachers
- To meet the standards of the school's Teaching and Learning Policy

Professional Attributes

- To ensure high standards of behaviour and share the corporate responsibility for the well-being, safeguarding and discipline of all pupils, in line with school policy
- To ensure highest standards of work and presentation in all areas
- To establish effective professional relationships within school, the Local Authority and with other agencies where appropriate and provide information as required
- To work effectively with support staff and other adults, deploying them where appropriate
- To communicate and collaborate effectively with learners, colleagues and parents
- To provide a professional and positive role model in terms of personal presentation, attendance, timekeeping and behaviour
- To take responsibility for own professional development, keeping up to date with current research and development and committed to lifelong learning
- To participate in the performance management system for the appraisal of their own performance

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Professional Knowledge and Understanding

- To keep an up to date knowledge and understanding of a range of teaching and behaviour management strategies
- To know the assessment and monitoring requirements, arrangements and approaches for all curriculum areas
- To have a secure knowledge and understanding of all curriculum areas and frameworks and relevant initiatives
- To identify able, gifted and talented pupils and those with special educational needs, working with both the SEN Co-ordinator and parents to give positive and targeted support where needed
- To have regard to equal opportunities and inclusion at all times
- To know the requirements, arrangements and policies for the safeguarding and well-being of all children

Professional Skills

- To plan, monitor and evaluate effective and differentiated programmes of work, including homework. This should be in accordance with agreed methods, schemes and policies of the school
- To accept responsibility for effective teaching and organisation of the class/groups of children as required by the Headteacher
- To review the effectiveness of own teaching and its impact on the learners attainment and well being
- To assess, record and report on children's development, progress and attainment, setting clear targets which build on prior attainment
- To create and maintain a well-organised, stimulating, safe and tidy learning environment providing a high standard of display both in the classroom/work area and around the school
- To review the impact of feedback provided to learners
- To plan opportunities to contribute to pupil's spiritual, moral, social, emotional and cultural development ensuring the well-being of all children
- To contribute to the development of the curriculum by taking an active part in staff discussions, planning, evaluation and inset, to ensure the co-ordination of the work of the school as a whole
- To develop positive relationships with parents and meet with them at parents evenings and as necessary throughout the year to share targets and review progress
- To write end of year reports
- To plan, set and assess homework
- To work as a team member with colleagues

Other Duties

- To contribute to documents relating to procedures within school and to review such procedures with other teachers
- To liaise with the official agencies concerned with the welfare of children and to inform the named person of any children in need of protection because of abuse or neglect
- To undertake an equal share of playground duties and rota duties for school activities and be willing to take part in extracurricular activities
- To attend and participate in staff meetings and INSET as requested by the head teacher

Simonstone St. Peter's Church of England School



- To support the fundraising activities at the school
- To make a positive contribution to the wider life and Christian ethos of the school
- To attend and participate in planning meetings with colleagues as required
- To pay due attention to work times as detailed in staff conditions policy documents
- To undertake any other task the head teacher may require which can be deemed reasonable for the efficient running of the school

Additional duties as a Subject Leader

To take responsibility for your subjects in school linked to the overall aims of the school and with other subject areas ensuring that pupils achieve in this specific curriculum area by:

- completing the subject leader report to the headteacher
- completing an annual subject audit and develop a related action plan
- monitoring standards in teaching and learning in the subject using a range of strategies including work and planning scrutiny, pupil interviews and questionnaires, observation of learning through lesson study and learning walks
- assessing pupils progress in these areas in line with the agree assessment process
- attending training to improve knowledge particularly with regard to new initiatives
- leading staff/curriculum/INSET meetings/CPD
- producing, reviewing and annually updating policies
- presenting and monitoring action plans
- providing feedback and guidance to stakeholders including to governors and parents
- ensuring resources are in good order and are suitable to support the subject
- managing a budget for the subject

Safeguarding commitment

The school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment

Health and Safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work

NQTs will not be expected to lead a subject until they have completed their NQT year

Signed:

Date: