

Job Description



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**“Stand firm in the faith, be courageous, be strong, do everything in love”
(1 Corinthians 16:13-14)**

This appointment is subject to the current conditions of employment of teachers contained in the School Teacher’s Pay and Conditions Document, The Education Act 1997, the required standards for Qualified Teacher Status, other current legislation including the Teacher Standards and the school’s articles of government.

This job description is to be performed in accordance with the School Teacher’s Pay and Conditions Document and within the range of duties set out in that document so far as relevant to the post holder’s title and salary grade.

This job description may be amended at any time following the discussion between the Headteacher and member of staff.

Core Aims

- To be a leader of learning who has high expectations of every child.
- To provide a carefully structured and thorough education experience which enables pupils to achieve their academic and personal potential and to develop skills appropriate to the world of work and life in the twenty first century.
- To ensure a civilised, caring, healthy and happy community which emphasises high moral standards, self-discipline, emotional and spiritual development.
- To encourage pupils to participate in an extensive range of sporting, cultural, artistic, and enriching activities; to develop an understanding of our responsibilities and our duty to serve the local, national and world communities.

Responsibilities

- The post holder is responsible to their line manager and to the Headteacher for his/her duties, responsibilities and teaching tasks.
- The post holder undertakes the teaching of the pupils in his/her class and associated pastoral and administrative duties in respect of those pupils as well as the general responsibilities in the school as agreed with the Head.
- The post holder will interact on a professional level with all colleagues and establish and maintain good working relationships which will promote the development and effective delivery of the school curriculum and maximise children’s achievement.
- The post holder will be responsible for the supervision of the work of support staff and any students who may be on teaching practice or work placement.
- The post holder will be responsible for the development and implementation of an engaging, accessible and relevant curriculum.
- The post holder will be responsible for the pastoral care and safeguarding of the children within their class or groups, ensuring the children’s safety, wellbeing and welfare are at the forefront of all they do.
- The post holder will be responsible for a curriculum subject/area

Specific Duties

Plan teaching to achieve progression in pupils' learning through:

- Identifying clear teaching and learning objectives for the pupils, and deciding how they will be taught and assessed, including the teaching of phonics.
- Setting tasks which challenge the pupils and ensure a high level of interest, attention, participation and well-being.
- Setting appropriately high expectations.
- Setting clear targets building on prior attainment.
- Identifying the needs of individuals and groups within the class, taking note of individual education plans and liaising with the SENCO as required.
- Making effective use of assessment data and information when planning lessons.
- Planning opportunities to contribute to pupils' literacy and numeracy, and to their personal, spiritual, moral, social and cultural development.
- The effective use of Learning Support Assistants time as appropriate.
- The effective use of resources promoting and driving the use of ICT resources.

Teaching and Class Management:

- Liaise effectively with the Headteacher and SLT team in pursuing teaching and learning excellence with pupils.
- Establish and maintain a safe environment and purposeful working atmosphere which supports learning and in which pupils feel secure and confident.
- Manage pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships.
- Provide clear structures for lessons maintaining pace, motivation and challenge.
- Use a variety of teaching methods to:
 - structure information well, including outlining content and aims and summarising key points as the lesson progresses
 - instruct, demonstrate and give accurate, well-paced explanations using appropriate vocabulary
 - use effective questioning, listen carefully to pupils, give attention to errors and misconceptions.
- Select appropriate learning resources for pupils and develop study skills through the use of the library and technology.
- Drive the use of ICT including iPads in the learning environment and other sources.
- Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to their age.
- Critically evaluate own teaching to improve effectiveness.

Monitor, assess, record, report:

- Assess how well learning objectives have been achieved and use pupil level data and information to improve specific aspects of teaching via effective planning and delivery of learning experiences.
- Monitor and assess pupils' work and set targets for progress.
- Keep up-to-date and accurate records detailing pupil achievement, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving.
- Prepare and present informative reports to SLT, governors and parents / carers as required.
- Contribute to the school self-evaluation and improvement.

Subject leader requirements

- Order resources for curriculum area.
- Undertake training and keep abreast of subject area.
- Disseminate relevant information to staff.
- Lead INSET when necessary.
- Review and monitor subject policy and scheme of work.
- Monitor delivery and implementation of subject area.
- Give advice and assistance when necessary.
- Audit stock regularly.

Other professional requirements:

- Have a working knowledge of teachers' professional duties and legal liabilities.
- Operate at all times within the stated policies and practices of the school.
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- Endeavour to give every child the opportunity to reach their potential and meet high expectations.
- Contribute to the life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school.
- Take responsibility for their own professional development and duties in relation to school policies and practices and in particular to development of relevant computing skills.
- Liaise effectively with parents and governors as necessary.
- Liaise with school to ensure there is a smooth transition for the pupils across phases and year groups.
- Carry out supervision duties as appropriate.
- Support the school extra-curricular activities.
- In addition, to carry out other duties as reasonably required by the Headteacher.

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills and grade.