



St Bartholomew's CE Primary School

# Job Description (Teachers)

Action	Date
Document reviewed	September 2024
Reviewed By- Headteacher	Sarah Irvine
Reviewed by - Teacher	
Adopted by Governors	September 2024
Next Review Date	September 2025



## **St Bartholomew's C of E (VA) Primary School**

*Follow Jesus in all we do.*

### **School Vision**

We seek to ensure that by following Jesus, each individual is inspired to shine in all areas of their educational and spiritual development.

'For I know the plans I have for you,' declares the LORD, "plans to prosper you and not to harm you, plans to give you hope and a future.' (Jeremiah 29:11)

### **Mission Statement**

Follow Jesus in all we do.

'When Jesus spoke again to the people, he said, "I am the light of the world. Whoever follows me will never walk in darkness but will have the light of life.'" (John 8:12)

### **Core Values**

Our school is underpinned by 6 core values

#### Courage

'Be strong and courageous; do not be frightened or dismayed, for the Lord your God is with you wherever you go.' (Joshua 1.9)

#### Friendship

'Love each other as I have loved you.' (John 15:12)

#### Service

'Serve one another in love' (Galatians 5.13)

#### Forgiveness

'Do not judge, and you will not be judged. Do not condemn, and you will not be condemned. Forgive, and you will be forgiven' (Luke 6:37)

#### Justice

'And what does the LORD require of you? To act justly and to love mercy and to walk humbly with your God.' (Micah 6:9)

#### Love

'Give thanks to the Lord, for he is good; his love endures forever.' (Chronicles 16:34)

<b>Job title:</b>	Class Teacher
<b>Terms and conditions</b>	Annual leave – holidays may only be taken during school holidays
<b>Location:</b>	St Bartholomew's Church of England Primary School
<b>Salary:</b>	Main or Upper Pay Scale in line with the current Whole School Pay Policy and Teachers Pay and Conditions document
<b>Responsible to:</b>	Headteacher
<b>Supervisory responsibility</b>	The post holder may be responsible for the deployment and supervision of the staff within their Key stage, relevant to their responsibilities

### **Job purpose:**

- Be responsible for the learning and achievement of all pupils in school, ensuring equality of opportunity for all
- Be responsible and accountable for achieving the highest possible standards in work and conduct
- Treat pupils with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to a teacher's professional position
- Work proactively and effectively in collaboration and partnership with pupils, parents/carers, Governors, other staff and external agencies
- Act within the statutory frameworks, which set out their professional duties and responsibilities outlined in the *current School Teachers Pay and Conditions Document* and *Teacher Standards (2012)*
- Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation.

### **Main responsibilities**

All teachers are required to carry out the duties of a school teacher as set out in the current *School Teachers Pay and Conditions Document*. Teachers should also have due regard to the *Teacher Standards (2012)*. Teacher's performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in school. **Teaching**

- Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential
- Deliver the curriculum as relevant to the age and ability group that you teach
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate
- Be flexible, creative and adept at designing learning sequences within lessons, and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge.
- Be accountable for the attainment, progress and outcomes for the pupils that you teach

- Be aware of pupil's capabilities, their prior knowledge and plan teaching and differentiate accordingly to build on these, demonstrating knowledge and understanding of how children learn
  - Have teaching skills which lead to learners achieving well relative to their prior attainment, making progress as good as, or better than, similar learners nationally.
  - Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for subjects/curriculum areas they teach, including those related to public examinations and qualifications
  - Have a clear understanding of the needs of all pupils, including those with Special Educational Needs; Gifted and Talented pupils; EAL; disabilities and be able to use and evaluate distinctive teaching approaches to engage and support them
  - Demonstrate high expectations of children and be able to motivate, enthuse and inspire them.
  - Demonstrate a high level of understanding of and take responsibility for promoting high standards of Literacy, including the correct use of spoken English
  - Demonstrate a clear understanding of phonics teaching
  - Demonstrate a high level of understanding of and take responsibility for promoting high standards in mathematics.
  - Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for all pupils
  - Monitor pupil progress and levels of attainment
  - Make accurate and productive use of assessment to secure pupil progress
  - Give regular feedback, both orally and through effective marking strategies; encourage pupils to respond to feedback and reflect upon their progress
  - Use relevant information to monitor progress, set targets and plan subsequent teaching
  - Set homework and plan other out of class activities to consolidate and extend the knowledge and skills have acquired
  - Participate in examinations and assessments within the remit of the *School Teachers Pay and Conditions Document* **Behaviour and Safety**
  - Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
  - Uphold and promote the school's Calm School Code.
  - Manage classes effectively, using approaches which are appropriate to the pupils needs in order to inspire, motivate and challenge pupils
  - Maintain good relationships with pupils, exercise appropriate authority and act decisively if necessary
  - Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour which is expected of pupils
  - Have high expectations of behaviour, promoting self-control and independence for all pupils
  - Carry out playground and other duties as directed within the remit of the *School Teachers Pay and Conditions Document*
  - Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures
- Team working and collaboration**

- Participate in any relevant meetings/professional development opportunities in school, which relate to learners, the curriculum or organisation of the school, including pastoral arrangements and assemblies
- Promote collaboration and work effectively as a team member. Identify opportunities for working with colleagues and sharing the development of effective practises
- Have sufficient depth of knowledge and experience to be able to give advice on the development and well-being of young people.
- Contribute to the selection and professional development of other teachers and support staff through coaching and mentoring, demonstrating effective practice and providing advice and feedback. Also where appropriate to contribute by supporting the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments.
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the role they are expected to fulfil
- Take part as required in the review, development and management of activities relating to the curriculum and pastoral functions of the school
- Cover for absent colleagues within the remit of the current *School Teachers Pay and Conditions Document*

### **Fulfil wider professional responsibilities**

- Uphold the Christian ethos, aims and values of the School
- Work collaboratively with others to develop professional relationships
- Deploy support staff effectively
- Take responsibility for a curriculum subject area, as agreed with the Headteacher
- Promote the teaching of the agreed subject according to the requirements of the National Curriculum
- In conjunction with the Headteacher, be responsible for the implementation and management of the school's policy for the agreed subject area
- Have a more developed knowledge and understanding of their subjects/curriculum areas and related pedagogy, including how learning progresses within them.
- Review said policy and adapt as appropriate
- Take responsibility for maintaining and evaluating all material resources. To consult with colleagues and be responsible for ordering resources within an agreed budget in full consultation with the Headteacher
- Communicate effectively with parents/carers with regard to pupil achievement and well being
- Communicate and cooperate with relevant external agencies
- Make a positive contribution to the wider life and ethos of the school

### **Administration**

Register the attendance of and supervise pupils before, during and after school sessions as appropriate

Participate in and carry out any administrative and organisational tasks within the remit of the current *School Teachers Pay and Conditions Document*

## Professional development

- Regularly review the effectiveness of own teaching and assessment procedures and it's impact on pupil progress, attainment and well being, refining practises as necessary responding to advice and feedback from colleagues
- Be responsible for improving own teaching through participating fully in training and development opportunities, identified by the school or as a result of appraisal
- Actively participate with appraisal arrangements

## Teaching and Learning

To model and demonstrate high quality lessons for other teachers by:

- Using excellent subject knowledge and effective teaching strategies to challenge and inspire pupils
- Using assessment for learning so pupils know what to do and how to improve
- Using positive behaviour management
- Setting high expectations for all groups of learners
- Assessing pupils' progress during lessons, identifying misconceptions and intervening in their **Effective Deployment of Staff and Resources**
- To undertake with other members of staff such duties as the headteacher deems necessary for the efficient running of the school.
- In consultation with the headteacher, to deploy support staff appropriately to run necessary interventions around the school ensuring adequate resourcing and training.

## Other

- Have professional regard for the ethos, policies and practises of the school
- Maintain confidentiality and professional discretion in relation to both children and adults.
- Maintain high standards of attendance and punctuality
- Maintain high standards of display both in the classroom and other areas of school
- Undertake any duties as determined by the Headteacher from time to time up to or on a level consistent with principle responsibilities of the job

**The post holder will be expected to carry out all duties in the context of and in compliance with the Local Authority's Equal Opportunities Policies**

Signed to indicate agreement ..... (Post holder) Date:

Signed..... (Headteacher) Date: