# Job Description – Year 4 teacher

# Job details

**Salary:** MPS 1 – 4 (dependent on experience)

**Contract type:** full time temporary contract – one year initially

**Reporting to:** KS2 Leader/Deputy Headteacher

# Main purpose

The teacher will:

* Fulfil the professional responsibilities of a teacher, as set out in the School Teachers’ Pay and Conditions Document
* Work towards (if ECT) and meet the expectations set out in the Teachers’ Standards

# Duties and responsibilities

Safeguarding

* Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
* Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
* Promote the safeguarding of all pupils in the school

Teaching

* Plan and teach well-structured lessons to assigned classes, following the school’s plans, the National Curriculums and schemes of work
* Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
* Adapt teaching to respond to the strengths and needs of pupils
* Set high expectations which inspire, motivate and challenge pupils
* Promote good progress and outcomes by pupils
* Demonstrate good subject and curriculum knowledge
* Use the space effectively to ensure maximum learning possibilities
* Plan carefully to make the best use of the space, time and personnel
* Creatively provide learning opportunities based on the children’s needs and interests

**Whole-school organisation, strategy and development**

* Contribute to the development, implementation and evaluation of the school’s policies, practices and procedures, so as to support the school’s vision and values
* Understand and contribute to the School Improvement Plan targets
* Make a positive contribution to the wider life and ethos of the school
* Work with others on curriculum and pupil development to secure co-ordinated outcomes
* Provide cover, in the unforeseen circumstance that another teacher is unable to teach
* Lead a subject across school (if ECT completed)

**Health, safety and discipline**

* Promote the safety and wellbeing of pupils
* Maintain good order and discipline among pupils, managing behaviour positively and effectively to ensure a good and safe learning environment

**Professional development**

* Take part in the school’s appraisal procedures
* Take part in further training and development in order to improve own teaching
* Take part in the appraisal and professional development of others, where appropriate
* Seek opportunities to further develop own learning
* Seek advice from colleagues in order to improve practice
* Listen to and learn from mentor/line manager

**Communication**

* Communicate effectively with pupils, parents and carers
* Ensure own communication skills are of a high standard
* Model excellent communication when teaching

**Working with colleagues and other relevant professionals**

* Collaborate and work with colleagues and other relevant professionals within and beyond the school
* Develop effective professional relationships with colleagues
* Plan and direct teaching assistants to support and enhance children’s learning

**Personal and professional conduct**

* Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
* Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
* Understand and act within the statutory frameworks setting out their professional duties and responsibilities
* Use social media responsibly