



# Be KIND • Be THANKFUL • Be AMBITIOUS



Marsh Road, THORNTON CLEVELEYS, Lancs, FY5 2TY Tel: 01253 821396

E-mail: [office@roylesbrook.lancs.sch.uk](mailto:office@roylesbrook.lancs.sch.uk)

[www.roylesbrookprimaryschool.co.uk](http://www.roylesbrookprimaryschool.co.uk)

Headteacher: Mrs J McKinnon

## **Job Description P/T teacher 0.4**

### **Areas of responsibility and key tasks:**

#### **1. Planning, teaching, assessing and class management to:**

- Provide a stimulating and organised classroom to enhance independent learning and pupil's personal organisation skills.
- Identify clear teaching objectives; specifying how they will be taught and assessed.
- Provide clear structures for lessons maintaining pace, motivation and challenge.
- Effectively utilise support staff to carry out designated activities.
- Set tasks which challenge and engage pupils, including those with additional learning needs, to ensure coverage of agreed programmes of study.
- Evaluate and reflect on teaching and learning to improve effectiveness.
- Make effective use of assessment – including AfL, marking and summative - in line with the assessment policy.
- Identify pupils with special educational needs, pupils who are more able and children at risk.
- Promote positive behaviour based on the school's Behaviour Policy; monitor and intervene to ensure sound learning and discipline.

#### **2. Monitoring, assessment, recording, reporting to:**

- Mark pupils' work in line with the school's marking policy and set targets for progress.
- Assess and record pupils' progress systematically in line with the assessment policy, and use this to inform planning, recognising the level at which the pupil is achieving and to identify and manage in class intervention groups.
- Prepare and present informative written and oral reports to parents.
- Complete agreed targets as part of Performance Management cycle to support the School Improvement Plan.

#### **3. Other professional requirements to:**

- 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 professional conduct.
- Have a commitment to inclusion and endeavour to give every child the opportunity to reach their potential and meet high expectations.
- Have a commitment to engaging learning experiences – including through outdoor learning and creative experiences.





Be **KIND** • Be **THANKFUL** • Be **AMBITIOUS**



Marsh Road, THORNTON CLEVELEYS, Lancs, FY5 2TY Tel: 01253 821396

E-mail: [office@roylesbrook.lancs.sch.uk](mailto:office@roylesbrook.lancs.sch.uk)

[www.roylesbrookprimaryschool.co.uk](http://www.roylesbrookprimaryschool.co.uk)

Headteacher: Mrs J McKinnon

- Take responsibility for personal professional development, including active participation in performance management / appraisal.
- Liaise and communicate effectively with colleagues, parents and governors.
- Determine resource needs of class in consultation with subject leaders.
- Develop aspects of citizenship issues including British Values and the school values.
- Take on any additional responsibilities which might from time to time be determined through mutual discussion.
- Lead a subject area (ideally music).

### **Personal and professional conduct**

A teacher is expected to demonstrate consistently high standards of personal and professional conduct.

Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.

Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

The post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Senior Leadership Team.

**You have a duty to safeguard and promote the welfare of all pupils, having due regard for policies and procedures relating to child protection, pupil welfare, health and safety, confidentiality and data protection. You should report any concerns to an appropriate person in school.**

