



Longlands Primary School

Class Teacher (part time) Job Description

Job title: Class teacher – Longlands Primary School

Salary: Main scale M1 to M6

Days: Full Time

Contract type: Temporary

Reporting to: Headteacher

Main purpose

The teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- Meet the expectations set out in the Teachers' Standards

Duties and responsibilities

Teaching and Learning

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum 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
- Participate in arrangements for preparing pupils for internal and external tests
- Liaise effectively with colleagues to ensure the successful transition of pupils throughout the school.

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 values and vision
- 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
- Be prepared to participate in school trips and potentially residential visits.
- Lead a subject within the school (as designated) in order to secure high quality teaching and learning across the whole school

Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.
- Actively seek to promote the school's behaviour management policy and whole school ethos on behaviour (Pivotal approach)

Professional development

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others
- Act upon advice and feedback and be open to coaching and mentoring opportunities if provided

Communication

- Communicate effectively with pupils, parents and carers
- Prepare for and lead parents' evenings twice per academic year
- Prepare and write reports for all pupils in class on an annual basis.

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

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

Management of staff and resources

Direct and supervise support staff assigned to them, and where appropriate, other teachers

- Deploy resources delegated i.e. if a budget is allocated or human resources (support staff)

Other areas of responsibility

As an employee of Longlands Primary School you will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Notes:

This job description may be amended at any time in consultation with the postholder and will be reviewed annually.