

JOB DESCRIPTION

Post Title:	Primary Class Teacher (including Early Career Teachers)		
Department:	Education	Grade:	MAIN PAY RANGE
Responsible to:	Head Teacher		

The teacher will:

- Meet the expectations set out in the Teachers' Standards
- Fulfill the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- Fulfill the requirements in the statutory safeguarding guidance "Keep Children Safe in Education"

Duties and responsibilities

Teaching

- Plan and teach well-structured lessons to assigned classes
- Create and follow 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 pupil
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests
- Report to the Senior Leadership Team on pupil progress and attainment

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
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure coordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach

Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a happy 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

Communication

- Communicate proactively and effectively with pupils, parents, carers and all members of the school community

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
- Contribute to staff meetings and discussions in line with school ethos

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
- Follow the Staff Code of Conduct
- Abide by the Equality and Sexual Harassment Policies

Management of staff and resources

- Direct and supervise assigned teaching assistants
- Contribute to the professional development of other teachers and teaching assistants
- Coordinate deployment of resources to support teaching and learning

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

Curriculum Subject Leadership (excluding ECTs & Supply Teachers)

- Create and review subject policy and any related policies
- Plan and manage subject budget
- Manage effective use of subject resources and order materials as required
- Create and maintain a subject development plan linked to School Development Plan priorities
- Ensure that subject knowledge and skills are kept up to date
- Monitor subject implementation across the school
- Lead staff meetings and coach staff members
- Promote subject interest and understanding
- Liaise with other schools and outside agencies to share best practice
- Write reports and attend governor meetings as required

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

This job description may be amended at any time in consultation with the postholder