

**Teacher**



## **Job Description**

**Grade: England Pay Scales**

**Responsible to: Head Teacher**

### **Purpose of the Job:**

To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Headteacher.

### **Key duties and responsibilities:**

#### **Planning, Teaching and Class Management:**

Teach allocated pupils by planning their teaching to achieve progression of learning through:

1. Identifying clear teaching objectives and specifying how they will be taught and assessed through clearly define steps to success;
2. Setting tasks which challenge pupils and ensure high levels of interest;
3. Setting high expectations;
4. Setting clear targets, building on prior attainment
5. Providing clear structures for lessons maintaining pace, motivation and challenge;
6. Making effective use of assessment and ensure coverage of programmes of study;
7. Maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour and standards of work;
8. Using a variety of teaching methods to:
  - i. match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
  - ii. use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
  - iii. select appropriate learning resources and develop study skills through library, I.C.T. and other sources;
9. Evaluating own teaching critically to improve effectiveness;
10. Ensuring the effective and efficient deployment of classroom support;
11. Encouraging pupils to think and talk about their learning, develop self-control and independence, concentrate and persevere, and listen attentively;
12. Providing a high quality learning environment that celebrates and supports learning

#### **Monitoring, Assessment, Recording, Reporting**

1. Assessing how well learning objectives have been achieved and use them to improve specific aspects of teaching;
2. Marking pupils' work and give high quality feedback. Ensuring pupils' are able to skilfully critique their own and each other's learning;
3. Assessing and record pupils' progress systematically and keep records to check work is understood;

4. Undertaking assessment of students as requested by end of year / key stage expectations;
5. Preparing and presenting informative reports to parents.

### **Curriculum Development**

1. Having lead responsibility (*not applicable for NQTs*) for a subject or aspect of the school's work and develop plans which identify clear targets and success criteria for its development;
2. Contributing to the whole school's curriculum design and planning activities.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a leader to undertake work of a similar level that is not specified in this job description.

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation. This job description may be amended at any time following discussion between the Head of School and member of staff, and will be reviewed annually

**We are committed to equality throughout our organisation. We are also committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.**

Post holder: .....

Signed: .....

Date: .....

Reviewed: March 2022

**Footnote:** This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.