**Steephill School**

**Job Description – Teachers (EYFS, KS1 and KS2)**

**Curriculum**

* To co-operate with the Curriculum Manager and Subject Leaders in the preparation of schemes of work, methods of assessment and development of courses of study.
* To follow the schemes of work for each subject taught.
* To participate in the meetings of the school relating to the curriculum, administration, organisation or pastoral arrangements of the School.
* To undertake subject leadership where appropriate.

**Teaching Responsibilities & Supervision of Pupils**

* To plan and prepare lessons within the agreed schemes of work.
* To teach assigned pupils, including setting and marking of homework, according to the homework timetable.
* To set sufficient and relevant homework and mark promptly.
* To mark classwork and homework in a positive and constructive manner i.e. there should be at least one praising remark and one remark which indicates a way to improve where relevant.
* To assess, record and report on the development, progress and attainment of pupils.
* To participate in the preparation of pupils for public exams.
* To promote the general progress and wellbeing of individual pupils and class in the school.
* To make records of, and reports on, the personal and social needs of the pupils.
* To provide or contribute to oral and written assessments, reports and references relating to individuals.
* To maintain good order and discipline among pupils and to safeguard their health and safety both on school premises and on supervised visits. Teachers should be familiar with fire safety procedures and take part in all fire drills.
* Prepare and take assemblies as required, and supervise pupils in assembly
* To support all colleagues in ensuring that a high standard of uniform and pupil behaviour are maintained in the school.
* To carry out supervisory duties at break times when required.

**Provide appropriate daily care including:**

* To arrive in school no later than 8am, and have work prepared for pupils arriving at 8.45am.
* To take an accurate register of pupils before assembly.
* Accompany pupils in classes Pre-School – Class 3 to lunch and supervise starting of lunch appropriate to age.
* To check classrooms before dismissal of pupils including; floors, desks, coats, boots are all tidy, close all windows and doors and turn down heaters.
* To ensure all pupils are safely in hall, or picked up at the end of school before leaving school premises.

**Other responsibilities**

* Attend parents’ evenings and INSET days as required.
* Provide or contribute to oral and written assessments, reports and references relating to individuals.
* Write end of year written reports for subjects taught; assist with proof-reading of reports.
* Ensure that all school policies are understood and complied with.
* Uphold and enforce school rules and to work in cooperation with colleagues to promote high standards of behaviour.
* To participate in internal arrangements for further professional training. This will normally be carried out on designated days each term.
* To manage and supervise support staff.
* To co-operate with the annual performance review.
* To take part in external training sessions as appropriate.
* To become fully aware of safeguarding requirements and to attend training provided.
* To report any safeguarding concerns to the designated person as soon as possible.
* Act as a mentor to student teachers if required.

**Parents and the wider community**

* To communicate and consult with parents and pupils when required.
* To attend termly parents’ evenings.
* Parents may request a meeting at other times at mutually agreeable times.
* To foster good relations with parents.
* To attend at least 1 parent association (FOSS Friends of Steephill School) meeting per academic year.
* To attend at least 2 FOSS functions outside usual school hours per academic year.
* To ensure that any reference to Steephill School and its pupils and staff should be done so in a positive and professional manner, including parents’ evenings, FOSS functions, school meetings, meetings with colleagues and in the wider community, including online.

**Review**

This job description should not preclude teachers from undertaking voluntary work which may or not have a bearing on his/her work. This job description does not intend to be fully comprehensive, as individual’s jobs will vary according to the age group of the pupils and subject.

Teachers not fulfilling the spirit and the details of duties outlined may be referred to the disciplinary procedure.

**Safeguarding Checks**

Recruitment of staff will be in line with all statutory requirements in the area of safeguarding. All appointments will be subject to three satisfactory references (as specified on the application form), appropriate DBS checks, medical fitness for the role and evidence of identity and qualifications. Candidates may be required to fill in a self-declaration of disqualification and disqualification by association. All interviewees are checked on the barred list (List 99) and teachers are also checked on the Employer Access Online Services; managers are also checked for any disqualification from management. These checks must be completed satisfactorily before the start date. In the event of any unsatisfactory outcome from any of the checks being received, any conditional offer will be withdrawn without notice.

The School has regard to its responsibilities regarding the Prevent Duty and upholds British Values.