

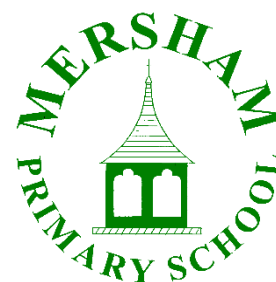
## Qualified Teacher Job Description

Name:

School: Mersham Primary School

Post held: Qualified Teacher

Salary scale:



### General duties:

- The post requires you to teach pupils in the age range of 4 to 11 years.
- The education and welfare of a designated class in accordance with the requirements and conditions of the *School Teachers' Pay and Conditions Document*, having due regard to the requirements of the Teacher Standards (2012), the National Curriculum, the school's aims, objectives and schemes of work, and any policies of the governing body.
- To share in the corporate responsibility for the well-being and discipline of all pupils.
- To be involved in target setting and to monitor and report on standards and attainment achieved by pupils in your class.
- Be responsible and accountable for achieving the highest possible standards in work and conduct
- To work proactively and collaboratively with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils.
- To regularly self-evaluate to enable both your professional and personal skills as a teacher to develop.

### Additional Responsibilities:

- [As per specific role in school]

### Duties and Responsibilities

You are required to carry out the duties of a school teacher as set out in the *School Teachers Pay and Conditions Document*, issued by the DfE. You should also have due regard to the Teacher Standards (2012). Teachers' performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in school.

### Subject Leadership

In addition you are required to undertake the following subject leadership responsibilities in the following areas:

#### **[A Subject (s)]**

- To prepare, develop and extend guidelines for improving pupils' **[Subject (s)]** in consultation with the head, SLT and staff, leading to the development of a scheme of work for **[Subject (s)]** throughout the school, closely relating it to the requirements of the National Curriculum.

- To act as a consultant and adviser to other staff, sharing knowledge and ideas as well as showing by personal example how pupils' **[Subject (s)]** can be developed, improved and used effectively in other subjects.
- To keep up to date with the philosophy, teaching methods and resources available by liaising with teachers in other schools, outside agencies, training providers, visits and personal study; reporting and discussing with other staff.
- To be involved in target setting and to monitor and report on standards achieved in **[Subject (s)]** throughout the school.
- To evaluate whole school progress in **[Subject (s)]** (including lesson observations and work scrutiny) and produce an annual action plan for further improvement.
- If applicable to ensure appropriate in year assessments are undertaken by all pupils and that moderation of assessments of **[Subject (s)]** is undertaken by staff.
- To lead staff meetings and in school training to develop and improve **[Subject (s)]**
- To take responsibility for ordering, receiving and storing resources and equipment useful to the development of pupils' **[Subject (s)]** (including IT) and to manage the budget delegated to this curriculum area.
- To provide parental interest and understanding of the use of **[Subject (s)]** across the curriculum.

**Curriculum areas & responsibilities:**

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

Each holder of a post of responsibility should ensure by consultation that their area of responsibility receives adequate consideration in the course of the year.

Since there is considerable overlap in the areas of responsibilities, it is expected that each person with a specific responsibility can look to other members of staff for support and advice in the carrying out of that responsibility.

**To whom Responsible:**

- The Headteacher.

This job description may be amended at any time after discussion with you, but in any case will be reviewed annually during your appraisal interview.

Signed: ..... Date: .....

Signed: ..... Head Teacher

Your job description is intended as a reference document which identifies your main responsibilities and activities.

The appointment is subject to the current conditions of employment for teachers contained in the School Teacher's Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and other current legislation.

*This job description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed annually.*

Our school is committed to safeguarding and promoting the welfare of children and young people and require all staff, governors and volunteers to share this commitment.