

**Rusthall St Paul’s CE Primary School**

**General Teaching duties/responsibilities**

1. **TEACHING**

* Plan work in accordance with school schemes of work and National Curriculum programmes of study.
* Work in collaboration with Teaching Assistants and SENCo.
* Take account of childrens’ prior levels of attainment and use them to set targets for future improvements.
* Maintain good discipline and working environment by adherence to school behaviour policy.
* Set appropriate and demanding expectations for childrens' learning, motivation and presentation of work.

1. **ASSESSMENT, RECORDING & REPORTING**

* Maintain plans and assessments of lessons undertaken and records of childrens’ work.
* Mark, monitor and return work within a reasonable and agreed time span providing constructive oral and written feedback and clear targets for future learning as appropriate, in line with assessment and marking policies.
* Carry out assessment programmes (e.g. reports, Key Stage SATs/optional SATs) in line with school policy.
* Maintain and monitor pupil progress data, using these records to ensure support and challenge.
* To keep parents of the children within a group or class, informed of their child’s needs and progress within both the formal structure of the school’s reporting format and informally when called upon to do so.
* Be familiar with the Code of Practice for identification and assessment of Special Educational Needs and keep appropriate records on Individual Education Plans for children.

1. **PROFESSIONAL STANDARDS**

* Treat all members of the community, colleagues and children, fairly with respect and consideration.
* Set a good example to children in terms of appropriate dress, standards of punctuality and attendance.
* To keep up to date with current educational developments, to attend appropriate courses and undertake appropriate research
* Participate in the management of school by attending various team and staff meetings.
* Undertake duties as prescribed within school policies.
* Undertake professional duties that may be reasonably assigned to them by the headteacher
* Demonstrate sympathy with the ethos of a Christian school and support the development of links between the school and church
* To take every reasonable step to ensure the safety of the children, especially in activities such as physical education, educational visits and practical activities.

**Subject leader responsibilities (not ECTs)**

* To be responsible for leading a subject throughout the school
* To review and update the appropriate policies and schemes of work.
* To monitor standards within these subjects and report to the Leadership Team in order to support the raising of standards and improvement
* To support the Leadership Team in monitoring and evaluating standards of teaching, identifying areas for improvement; report to the Leadership team on planning and implementing strategies to improve teaching where needs are identified
* To develop subject action plans with staff and Governors as part of the School Improvement Plan.
* To be responsible for running a budget across agreed curriculum subjects