



## **SELLINDGE PRIMARY SCHOOL**

### **JOB DESCRIPTION**

**POST:** KS2 Class Teacher

**DATE:** September 2023

**SALARY SCALE:** MPS

**PURPOSE OF JOB:** To provide high quality education for pupils

**RESPONSIBLE TO:** Headteacher

**ACCOUNTABILITY – TEACHER**

#### **Professional duties**

##### ***Teaching and Assessment***

- Having a thorough understanding of the KS2 National Curriculum and the school's own schemes of work.
- Using a variety of teaching methods appropriate to task and learning needs of pupils.
- Planning and preparing lessons and activities with clear learning outcomes.
- Teaching, according to their educational needs, the pupils assigned to him/her, including the setting and evaluation of work to be carried out by the pupil in school and elsewhere.
- Take responsibility for reviewing and preparing work in line with SEND procedures.
- Assessing, recording and reporting on the development, progress and attainment of pupils, in line with national and school requirements.
- Giving feedback to pupils about their work.
- Liaising with colleagues.

##### ***Pastoral***

- Promoting the general progress and well-being of individual pupils and of the class.
- Maintaining good discipline in line with school behaviour policy.
- Accepting responsibility for care and safety of children following H&S and safeguarding guidelines.
- Liaising with parents, colleagues and outside agencies.

##### ***Management and Personal Development***

- Managing own time and pupils' time effectively.
- Supervising work of Teaching Assistants, voluntary help and students, producing reports as necessary.
- Participating in appraisal arrangements in accordance with Appraisal Policy.
- Active involvement in further professional development, reviewing personal methods of teaching and programmes of work.

##### ***Administration***

- Completing plans in line with school policies and guidelines.
- Completing pupil reports and any other relevant documents.
- Register attendance of pupils in line with school procedures
- Involvement in Parents Evenings, Training Days, Staff Meetings and any other directed activities.

#### ***Exercise of general professional duties***

A teacher shall carry out their professional duties as circumstances may require and in accordance with any directions which may reasonably be given to him/her by the head teacher from time to time. You are to carry out the duties of a school teacher as set out in the most recent Pay and Conditions Document and subject to any amendments due to government legislation. This includes any duties as may be reasonably directed by the Headteacher.