

## Hunton CE Primary School



### Job details:

**Name/Title:** KS1 Teacher

**Hours:** See contract

**Contract type:** See contract

**Reporting to:** Headteacher

### Main purpose

The teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- Meet the expectations set out in the Teachers' Standards
- To develop personal and professional skills as a class teacher
- To promote the ethos and Christian distinctiveness

### Duties and responsibilities

#### Teaching

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- To share in the development of the KS1 curriculum, teaching programmes, methods of teaching and assessment and their review.
- To foster a learning environment and educational experience which provides opportunities for pupils to excel.
- To organise learning materials and resources
- To develop and produce visual aids and teaching resources to develop children's curiosity and knowledge
- To supervise and manage other adults, for example teaching assistants and/or SEN support assistants
- Observe, assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- To liaise with parents and keep them informed about their child's education, progress and welfare
- Promote good progress and outcomes by pupils Co-operation and close liaison with parents and guardians, professionals within Early Years Foundation Stage and the wider school, including fellow staff and colleagues from external agencies (for example, specialist teachers, health professionals and social workers).
- Work with others to plan and coordinate work.
- Motivate and stimulate children's learning abilities, encouraging learning through experience
- Liaise with the KS1 staff to ensure the smooth transition between EYFS and Year 1.
- Demonstrate good subject and curriculum knowledge

### **Whole-school organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach

### **Health, safety and discipline**

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- To comply with the Health and Safety Policy and undertake risk assessments as appropriate.

### **Professional development**

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of other

### **Communication**

- Communicate effectively with pupils, parents and carers in order to develop supportive relationships between school and its families

### **Working with colleagues and other relevant professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues
- Communicate and develop links with pre-school settings

### **Personal and professional conduct**

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities
- To be adaptable, flexible and have a sense of fun and humour

### **Management of staff and resources**

- Direct, develop and supervise support staff assigned to them, and where appropriate, other teachers
- Contribute to the recruitment and professional development of other teachers and support staff
- Deploy resources delegated to them

### **Other areas of responsibility**

- To lead and prepare whole school worship
- To act as leader for one or more subject areas. ( non ECTs only) This will include:
  - 1.To prepare, develop and extend guidelines including policies and a development plan taking account of the requirements of the National Curriculum.
  - 2.To act as a consultant, adviser and in-service organiser to other staff, sharing knowledge and ideas.
  - 3.To keep up to date with the philosophy, teaching methods and resources available by liaising with outside agencies, in-service courses, visits and personal study; reporting and discussing with other staff.
  - 4.To be involved in target setting and to monitor and report on standards achieved in the subject areas.

5.To respond to the requirements of assessment, ensure it takes place, that the results inform planning and to assist in the development of appropriate forms of profiling.

6.To take responsibility for ordering, receiving and storing of resources and equipment and to manage the budget delegated to this curriculum area, ensuring it is spent in line with learning priorities and best value principles.

The teacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

This job description may be amended at any time in consultation with the postholder.

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

**Headteacher:**

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**Date:**

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**Postholder's signature:**

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**Date:**

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