

# **ST Marks CE Primary School**

## **Job Description - Teacher (Maternity Cover)**

You are required to carry out the duties of a school teacher as outlined in the most recent School Teachers' Pay and Conditions Document the Teachers' Standards.

### **Teaching and Learning**

The post requires you to teach all areas of the curriculum to pupils in the age range of four to eleven, but specifically for Reception Class for this cover.

To establish a safe, organised and stimulating environment with displays that foster curiosity and celebrate pupils achievements.

To plan engaging and motivating lessons and achieve progression in pupils learning through identifying clear objectives and content which is differentiated to meet the needs of all pupils and which engenders a love of learning.

To promote equality and inclusion in teaching by making effective personalised provision for all; including those for whom English is an additional language, or who have special or additional educational needs or a disability and to take account of vulnerable groups identified by the school.

To work positively with others to plan and co-ordinate planning and activities and to ensure transition between year groups is smooth and receiving staff are given all necessary information.

To make referrals to other staff as appropriate.

To deliver provision which is consistently good or better.

### **Recording and Assessment**

To be responsible for the attainment and progress of a class of pupils.

To make effective use of formative, diagnostic and summative assessments and use these as a tool for raising pupil performance and overcoming barriers to learning.

Set clear targets for pupils' learning, building on prior attainment, and ensuring pupils are aware of the of their own learning.

To support and guide learners so they can reflect on their learning, identify the progress they have made, set positive targets for improvement and become successful independent learners; to mark work in accordance with St Marks CE Primary School's Marking Policy and code to facilitate pupil improvement.

To communicate effectively with parents, other stakeholders and outside agencies when required.

To keep up to date with research, teaching methods and resources available by liaising with outside agencies, in service courses, visits, personal study and LCT meetings; reporting and discussing with other staff.

To identify areas of strength and create an action plan which identifies areas for improvement and be proactive in its implementation.

To make recommendations regarding the ordering of resources for a subject.

To provide parental interest and understanding of the teaching of a subject across the curriculum by newsletter, website information, notice board/display or parents' workshop.

## **Standards and Quality Assurance**

To support the aims, ethos and policies of the school.

To work as part of a team to raise standards and progress and ensure that the education we provide is of the highest quality.

To know the current legal requirements, national and school policies and guidance on the safeguarding and promotion of well-being of children.

Promote fair and consistent discipline in line with the school policy.

To keep up to date with the philosophy, teaching methods, changes and developments in the structure of the curriculum.

To review own teaching and impact on learners progress, attainment and well-being, refining approaches where necessary and being open to coaching and mentoring.

To participate in staff meetings and be a positive role model to others.

To be punctual and smartly dressed.

To respect the confidentiality of records and information regarding pupils, parents and other stakeholders

To liaise with outside agencies, attend relevant courses and actively seek ways of benefiting from collaboration.

## **Specific Responsibilities**

To take part in the wider life of the school including extending learning through out of school contexts through the running of a subject specialist club or by exploiting an area of personal interest. This may be seasonal or for the duration of one term.

Liaise with colleagues and other stakeholders in a flexible and professional manner

## **Curriculum areas and 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 specific responsibility can look to other members of staff for support and advice in the carrying out of that responsibility.

There is an expectation that all staff will support and maintain whole school achievements and awards. This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

Signed..... Date.....

Signed..... Headteacher