

## JOB DESCRIPTION

Job Title:	<b>Teacher</b>
Reports to:	<b>Headteacher</b>

### Purpose of Job:

The education and welfare of a designated class, group or set in accordance with the requirements and conditions of the most recent School Teachers' Pay and Conditions Document and the Professional Standards for Teachers; having due regard to the requirements of the National Curriculum, the school's aims, objectives and schemes of work, any policies of the Governing Body. To share in the corporate responsibility for the well being and behaviour of pupils.

### Specific responsibilities:

- To be responsible for the leadership and management of a designated curriculum area throughout the school.
- To actively contribute to the creation and implementation of the school Plan, informing the SLT of the areas of strength and development for your subject through regularly reviewed action plan and staff meetings.
- NQTs will shadow an area of responsibility which may include some introductory management duties under mentorship of an experienced member of staff.

### Job Specification

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

#### ***Teaching and Learning***

- The post requires you to teach all areas of the curriculum to pupils in the age range of four to eleven to a good or better standard.
- To establish a safe, organised and stimulating environment with displays that foster curiosity, enhanced learning and celebrate pupils' achievements.
- To plan engaging and motivating lessons and achieve progression in pupils' learning through identifying clear Learning Intentions and success criteria. Lesson content will be differentiated to meet the needs of all pupils and ensure active participation which engenders a deep 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, have special or additional educational needs (including Gifted or Talented), or a disability, taking into account all vulnerable groups identified by the school.
- To plan, set and assess homework in accordance with the School Homework Policy.
- To actively engage with and promote positive working relationships with all members of staff, enhancing the strong peer support structure which is deeply established within the school community. This will include high levels of engagement with internal (and external) coaching and mentoring programmes.
- To work positively with others to plan and co-ordinate planning and activities in order to ensure transition between year groups is smooth and receiving staff are given all necessary information.
- To make referrals to other staff as appropriate.
- Lessons will be judged to be consistently **Good** or **Outstanding** in line with the school's basic expectations.

# Garlinge Primary School and Nursery

## ***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, including Assertive Mentoring, 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 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 the school's Marking Policy and code to facilitate pupil improvement.
- To communicate effectively with parents and outside agencies when required.

## ***Leadership and Management***

- All teachers are Leaders and Managers of Learning, both within and outside of their classroom environment. Whilst NQTs are not responsible for the subsequent areas outlined below, there will be the opportunity and expectation that all members of staff develop their knowledge and skills associated with these areas.
- To prepare, develop and review the designated curriculum area Policy for which you have responsibility in consultation with the Headteacher and staff.
- Lead staff in the development of schemes of work for designated curriculum area throughout the school closely related to the requirements of the National Curriculum and in the development of our 'Curriculum'.
- To identify areas of strength and create an action plan which identifies areas for improvement, linked with the School Improvement Priorities, and be proactive in its implementation.
- To be involved in target setting and to monitor and report on standards achieved in subject areas.
- To make recommendations regarding the ordering of resources and to manage the budget delegated to these curriculum areas.

## ***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 our Behaviour Policy.
- 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 and parents.

Undertake training opportunities to securing own working knowledge of new initiatives and practice.

Take appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of school policies.

**The Job Description is subject to the changing needs of the school and other duties may be required from time to time. It will be reviewed as part of the Performance Review Process.**