



# Aldington Primary School

Job description for 2018 - 2019

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**Post:** Qualified teacher

**Main Scale:**

**To whom responsible:** The Headteacher

**FTE:** 1

**Staff for whom responsible:** Classroom TA

## General duties

### *Teaching*

- The post requires you to teach pupils in the age range of four to eleven.
- To be responsible for the education and welfare of a designated class or of groups of pupils in accordance with the requirements and conditions of the School Teachers' Pay and Conditions Document 1998, Part X, having due regard to the requirements of the National Curriculum, the school's aims, objectives and schemes of work, and any policies of the governing body.
- To develop personal and professional skills as a teacher
- To aim for the highest possible standards of organisation, management and presentation
- To ensure that each child is taught the national Curriculum through a broad, balanced, relevant and differentiated approach which gives due regard to continuity and progression
- To share in the corporate responsibility for the well-being and discipline of all pupils.
- To participate in and contribute to Training and Development opportunities both within and outside the school

### **Specific responsibilities:**

To run a weekly club to support pupils' outside interests.

### ***Subject Management - lead roles***

You are required to undertake subject manager responsibilities in the following areas:-

#### **Core / Foundation Subject**

These will require you:

- To prepare, develop and extend guidelines in consultation with the head and staff leading to the development of policies for these areas throughout the school whilst closely relating to the requirements of the National Curriculum.
- To act as consultant, adviser and in-service organiser to other staff, sharing knowledge and ideas as well as showing by personal example of how these areas can be used both to enhance and differentiate all areas of the curriculum.

- 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.
- To be involved in target setting through monitoring and reporting on the standards achieved within your subject areas.
- To respond to the requirements of assessment and to assist in the development of appropriate forms of profiling.
- To take responsibility for ordering, receiving and storing resources and equipment relating to your subject areas.
- To promote parental interest and understanding of the areas.
- To provide information on the development of these areas for the Governing Body
- To ensure by consultation that your area of responsibility receives adequate consideration in the course of a three year School Improvement Plan.

Since there is considerable overlap in the areas of responsibilities, it is expected that each person with a specific responsibility can look to other members of staff for support and advice in the carrying out of that responsibility.

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.

This job description may be amended at any time after discussion with you, but in any case will be reviewed during September 2018.

Your job description is intended as a reference document that identifies your main responsibilities and activities.

Targets related to these responsibilities are addressed through the Schools' Appraisal cycle, details of which can be found in the School's Appraisal and Capability Policy.

Signed:..... Date:.....

Signed:..... Headteacher