

## **JOB DESCRIPTION – QUALIFIED TEACHER**

**DATE:**

**NAME:**

**POST HELD:** Class Teacher

**SALARY SCALE:**

### **PURPOSE OF THE JOB**

To teach pupils within the school and to carry out such other associated duties as are reasonably assigned by the headteacher.

### **GENERAL DUTIES**

#### **Responsibilities of a teacher at Sandwich Infant School**

- To teach, according to their educational needs, pupils assigned to him/her in the allocated class
- To maintain discipline in accordance with the behaviour policy
- To follow the school's policies and systems for teaching and learning
- Demonstrate good subject and curriculum knowledge
- To monitor and report to parents on the progress of pupils in the allocated class
- To assess pupils' achievements and progress in accordance with arrangements agreed within the school
- To be accountable for pupils' progress, attainment and outcomes
- To give pupils regular feedback, both orally and through accurate marking, and give pupils' time to respond to feedback
- To contribute to meetings, discussions and management systems necessary to co-ordinate the work of the school as a whole
- Liaise with other schools to ensure continuity of support and learning when transferring pupils
- To promote equal opportunities within the school and to seek to ensure the implementation of the school's equal opportunities policy
- To control and oversee the use and storage of books and other teaching materials provided for class usage
- To mark class registers

### **RELATIONSHIPS**

The postholder is responsible to the assistant headteacher and the headteacher for his/her teaching duties and responsibilities and for teaching tasks.

The postholder is responsible for the supervision of the work of classroom assistants allocated to his/her class.

### **PERSONAL AND PROFESSIONAL CONDUCT**

- Treat all members of the school community with tolerance and respect
- Support and make a positive contribution to the aims and ethos of the school
- Deploy support staff effectively
- Adhere to all school policies

- Attend and contribute to staff meetings
- Communicate with parents effectively with regard to pupils' progress, achievements and well being
- Set a good example in terms of dress, conduct, punctuality and attendance
- Follow the school's code of conduct at all times

### **SPECIFIC RESPONSIBILITIES (subject co-ordinator)**

- To prepare, develop and extend guidelines in consultation with the Governors, Headteacher and staff leading to the development of a policy and scheme of work for their subject area throughout the school whilst closely relating to the requirements of the National Curriculum and EYFS.
- To act as a consultant, adviser and in-service organiser to other staff regarding their subject area, sharing knowledge and ideas.
- To keep up to date with the philosophy, teaching methods and resources available regarding their subject area liaising with outside agencies, in-service courses, visits and personal study; reporting and discussing with other staff.
- To monitor and report on standards achieved in their subject area.
- To use this information to inform the School Improvement Plan.
- To respond to the requirements of assessment and to assist in the development of appropriate forms of profiling for their subject area.
- To advise on the purchase of resources for their subject area and to take responsibility for their organisation throughout the school.

### **ICT**

You must be:

- prepared to understand that the essential tool of communication within Sandwich Infant School is through email and check your school mailbox at least daily and ensure that it is kept clear for incoming mail
- prepared to use Sharepoint for accessing and sharing information with colleagues
- Proficient in the use of an interactive whiteboard

This job description will be reviewed annually or earlier if necessary. In addition, it may be amended at any time in consultation with you.

Signed \_\_\_\_\_ Dated \_\_\_\_\_

Signed \_\_\_\_\_ Headteacher