# Responsible to: Headteacher Job Description

## Core Purpose

* To provide a high quality educational experience for all children.

## General duties and responsibilities

* To carry out the duties of a school teacher as set out in the *School Teachers Pay and Conditions Document.*
* To continue to meet the required standards for Qualified Teacher Status.
* In accordance with the provisions of the Health and Safety at Work Act 1974, to take reasonable care for the health and safety of yourself, colleagues and pupils who may be affected by your omissions at work, and to co-operate with the school so far as is necessary to enable the school to perform or comply with their duties under statutory health and safety provisions.

**Teacher**

* Promote the school ethos in all aspects of school life
* Work with all members of staff and the Governing Body to deliver the vision and aims of the school
* Set high expectations for all pupils and support staff and continually strive to raise standards
* Be familiar with and show a clear understanding of all school policies and ensure that they are all put into practice
* Provide quality teaching and learning opportunities that are appropriate for the full range of children’s abilities throughout the primary range
* Ensure effective teaching of whole classes, groups and individuals, establishing high expectations of behaviour and attainment, so that teaching objectives are met.
* Mark and monitor class work and homework, providing constructive feedback and setting targets for future progress.
* Assess individual needs and plan, prepare and match programmes and resources to cater for those needs, including writing and updating Provision Maps in conjunction with the SENCO
* Develop a stimulating and interactive classroom which provides a welcoming and safe learning environment
* Take full responsibility for the class throughout the school day, including movement around the school
* Allow enough preparation time to set up the lessons for each new day and leave the classroom tidy
* Work as a team to promote high standards in the appearance of all areas of the school and to take good care of all school resources
* Develop excellent working relationships with parents, other colleagues and outside agencies
* Attend all parents' evenings, workshops and children’s performances for parents
* Attend and contribute to meetings and courses during/out of school time to support professional development throughout the school
* Keep up to date with new Government Initiatives and changes in educational thought and practice
* Ensure that all children are collected from school by a recognised adult or are sent home as agreed with parents

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* Undertake playtime supervision duties as directed
* Actively take part in acts of collective worship
* Take part in the school’s annual Appraisal Programme

## People and Relationships

* Sustain effective, positive relationships with all staff, pupils, parents and the local community.
* Encourage spiritual, moral, social and cultural/British values amongst pupils.
* Manage innovation and change.
* Work collaboratively.
* Manage and develop effective working relationships with all staff in the school.

## Other Duties

* Undertake any other duties that can be accommodated with the grading level and nature of this post

**Subject Leadership**

* Develop, promote and ensure implementation of the whole school policy for teaching and learning in the specific curriculum area.
* Take responsibility for the post and ensure clear lines of communication are set up with the management team and all colleagues.
* Audit, organise and upkeep the relevant resources to ensure accessibility and support for quality learning opportunities
* Show and share exemplary practice in relation to the post
* Work alongside colleagues where appropriate, extending and developing strengths and weaknesses
* Promote appropriate opportunities for full staff training/professional development through staff meetings, inset and adviser consultation etc.
* Keep abreast of new initiatives and disseminate relevant information to the appropriate staff to ensure that best practice is maintained
* Set up and regularly update a file of evidence including a portfolio of work to support the development of the co-ordinated area in line with school policy
* Establish and implement clear policies and practices for assessing, recording and reporting on pupil achievement in line with school policy.
* Formally monitor and evaluate with staff and governors the co-ordinated area and produce a written report of the findings and outcomes
* Co-ordinate the drafting and updating of relevant policy documents and share with staff, governors and parents
* Work with other staff to develop the curriculum.
* Ensure that parents and governors are fully informed about developments, though newsletters and reports.
* Be proactive in raising the profile of the co-ordinated area

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**Person Specification**

Candidates should ensure that they address all of the criteria in their application form referring, where appropriate, to actual experience. Shortlisted candidates will be selected entirely on the basis of the extent to which they meet the selection criteria in their application form.

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|  | **ESSENTIAL** | **DESIRABLE** |
| **QUALIFICATIONS** | * Qualified Teacher Status * Degree/PGCE or equivalent qualifications |  |
| **EXPERIENCE** | * Evidence of providing excellent provision for all pupils and achieving high standards of pupil progress * An understanding of and experience in using assessment data. * Understanding of safeguarding procedures including child protection. * Working in partnership with parents and governors to promote the school’s vision and values. | * Experience of teaching   Year 1   * Leading a curriculum subject successfully. * Working with a range of stakeholders in the wider community. |
| **SKILLS AND ABILITIES** | * Excellent teaching. * Strong interpersonal skills – motiving, nurturing and challenging children and adults to achieve their best. * Communicate effectively. * Create and maintain a happy, challenging and effective learning environment. * Have a calm and positive approach to behaviour management. | * Highly competent in using ICT skills for teaching and management. |
| **KNOWLEDGE** | * Theory and practice of providing effectively for the individual needs of all pupils. * Principals of a skills based curriculum. * Local and national priorities. * Strong understanding and ability to teach phonics | * Understanding of best practice in teaching KS1 |
| **MOTIVATION** | * Willingness to undertake further training/development opportunities. * Willingness to be flexible. * High expectations of self and others and a strong commitment to raising achievement. * Willingness to be involved in extra- curricular activities. |  |
| **OTHER** | * A well-developed sense of humour. * A willingness to learn. * Calm under pressure. | * An interest in developing PE, music and art across the school. |