

## **JOB DESCRIPTION - TEACHER**

### **1. Introduction**

You are required to carry out all duties and responsibilities in this document and are responsible to the Headteacher.

### **2. Teaching and Organisation**

- (a) To demonstrate primary practice based on the ability to plan, organise and implement the teaching of a broad, balanced, relevant, creative and coherent curriculum, which meets the requirements of the National Curriculum;
- (b) To teach a class within the primary age range, according to the needs of the school;
- (c) To plan and prepare a detailed range of learning experiences and a variety of resources that are well organised and are appropriate to each child's needs and abilities;
- (d) To be committed to working alongside colleagues contributing ideas and developing skills;
- (e) To submit planned activities to the Headteacher, that reflect detailed evidence of tasks to be taught to the class, group and individuals;
- (f) To mark, record, assess and report on each child you teach.
- (g) To ensure that the classroom is an attractive and stimulating learning environment where all resources are stored in appropriate places and easily accessible and tidy;
- (h) To develop a pattern of working in class where children are grouped in ways suitable to the tasks undertaken;
- (i) To be responsible for the pastoral care and discipline of each child within the class and within the school in general as appropriate;
- (j) To take an active role in school in general as appropriate;
- (k) To update skills through an on-going programme of training, as recommended by the headteacher and the Governors;
- (l) Assisting to a reasonable level with the following: cover for absent colleagues, lunch room and playground supervision. (Wherever possible, every full-time employee should have one break a day of at least 45 minutes continuous duration.)
- (m) To undertake other duties which may from time to time be reasonably required as seen necessary by the Headteacher.

### **3. Curriculum responsibility**

Curriculum Leader for subject/s and/or other areas as agreed:

#### **(a) Curriculum Design**

- i. Setting the school aims and objectives for the agreed subject/s or areas;
- ii. Formulating written guidelines and a written policy for the curriculum area/s;
- iii. Ensuring that the curriculum area/s reflect cross-curricular concerns such as multi-cultural issues, equal opportunities, PSHE;
- iv. Ensuring ICT is taken into consideration when planning the curriculum area/s;
- v. Devising teaching and learning activities appropriate to the full ability range;
- vi. Fostering curriculum continuity, consistency, balance, match and progression;
- vii. Stimulating, where appropriate cross-curricular approaches;
- viii. Organising whole-school themes/activities when required;
- ix. Contributing to the formulation to the School Improvement Plan.

**(b) Communication**

- i. Communicating effectively within the school;
- ii. Acting as consultant to colleagues;
- iii. Encouraging positive attitudes towards the curriculum area/s;
- iv. Informing newly-appointed colleagues of school policy in the curriculum area/s;
- v. Communicating with the wider community such as parents, governors and industry;
- vi. Liaising with other agencies and support services;
- vii. Liaising with primary / secondary schools where necessary.

**(c) Assessing and monitoring**

- i. Monitoring standards within the curriculum area/s;
- ii. Observing, on occasions, the teaching of the agreed curriculum;
- iii. Informing the Headteacher of standards and developments within the curriculum area/s;
- iv. Advising on the implementation and use of assessments and record keeping.

**(d) Resources**

- i. Evaluating existing resources;
- ii. Managing the purchase and deployment of resources;
- iii. Budgeting any allocated funds efficiently;
- iv. Monitoring the use of resources and their contribution to pupil achievement.

**(e) Professional Development**

- i. Arranging and organising school-based in-service activities when necessary;
- ii. Keeping up to date with developments and priorities within the curriculum area/s;
- iii. Attending appropriate in-service courses and reporting back, within the context of the Strategic and School Improvement Plan.

**4. Pastoral**

- i. Provide spiritual, academic and personal nurture and encouragement to pupils in his/her charge;
- ii. Being involved in the spiritual activities of the school and being supportive of the activities of the local church(es);
- iii. Supporting and attending official meetings organised by the school: PTFA, Fairs, Christmas programme, Concerts/Plays, etc;
- iv. Maintaining good discipline both within the classroom and more generally throughout the school;
- v. Being responsible for alerting relevant teachers and administrators of academic and personal problems of students (as they affect their school programme), at the earliest possible point;
- vi. Taking all reasonable care to safeguard pupils' safety and welfare, whenever they are within his/her care;
- vii. Keeping confidentiality of pupils, parents, and fellow teachers.

**5. Review**

This job description will be reviewed at the beginning of each academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.