



Tel: 01743 850212  
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Website: [www.bictonschool.org.uk](http://www.bictonschool.org.uk)

Bicton Lane  
Bicton  
Shrewsbury  
Shropshire  
SY3 8EH

**SCHOOL: BICTON CHURCH OF ENGLAND PRIMARY SCHOOL & NURSERY**  
**PART OF THE SHROPSHIRE CHURCH OF ENGLAND ACADEMIES TRUST**

**POST: 0.4FTE Teacher – Temporary maternity cover**  
**Main pay scale**

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## JOB DESCRIPTION

- a) To support the management of the school and promote a Christian ethos through the day-to-day life of the school.
- b) To promote the general progress and wellbeing of individual pupils and any class or group of pupils assigned to you.

## DUTIES AND RESPONSIBILITIES

- a) To carry out the duties stated in the current School Teachers' Pay and Conditions Document and the Teachers' Standards.
- b) To carry out any other duties which are reasonably assigned to them by the Head teacher.
- c) To promote and safeguard the welfare of children within the school.

## TEACHING RESPONSIBILITY AND PROFESSIONAL DUTIES

- a) Create a welcoming, orderly and attractive class base for the children.
- b) Be sensitive to the needs of each child, seeking advice where necessary to ensure that all needs are catered for. Liaising with the SENDCO, as appropriate, in accordance with the school's Local Offer.





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- c) Maintain good order and high standards of discipline among pupils, safeguarding their health and safety both when they are authorised to be on school premises and when they are engaged in authorised activities elsewhere.
- d) Register the attendance of pupils and supervise pupils, whether these duties are to be performed before, during or after school sessions.
- e) Plan and prepare lessons in advance, in accordance with the National Curriculum 2014, ensuring appropriate differentiation.
- f) Assess individual children's learning as an ongoing practice, making effective use of assessment in order to enhance children's progress.
- g) Record class and individual progress using school tracking procedures.
- h) Report on the progress and attainment made by pupils assigned to them.
- i) Discuss individual children's progress with parents or guardians at parents' meetings and at other times as necessary.
- j) Communicate and consult with parents/guardians as necessary, including through home-school link books.
- k) Make records of and report on the personal and social needs of pupils as necessary.
- l) Communicate and co-operate with outside agencies as required.
- m) Provide or contribute to oral and written assessments, reports and references relating to individual pupils or groups of pupils.
- n) Review from time to time methods of teaching and programmes of work, participating in further training and professional development both within and outside the school, when appropriate.
- o) Attend after school staff meetings and Key Stage/whole-school training as required.
- p) Take part in the review, development and management of activities relating to the curriculum and organisation of the pastoral functions of the school.
- q) Supervise and, so far as practicable, teach any pupils whose teacher is not available to teach them in accordance with the School Teachers' Pay and Conditions Document.
- r) Use PPA time appropriately and effectively.





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## LIAISON

- With all staff regarding advice on the planning, delivery and assessment of the negotiated subject(s) for which you may be responsible.
- With the Head of School as required.

## LINE MANAGEMENT

- Responsible to the Governors and the Head of School.
- Responsible for the work carried out by persons providing support in the classroom i.e. – support staff, students.

## REVIEW AND AMENDMENT

This job description is normally subject to annual review. It may be amended at the request of the Head of School or the Teacher but only after full consultation between both parties. It will be signed if agreement is reached.

## COMPLAINTS

If, following review and amendment, agreement is not reached, the appropriate procedures should be used for the settling of any dispute.

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Signed ..... Head of School

Signed ..... Teacher

Date: .....

Review Date:

