



Woodcot Primary School

TOGETHER WE **LEARN** AND **GROW**

Teacher Job Description

Post: Teacher
Responsible to: The Headteacher

General

- Undertake the duties of a teacher as specified by the current Teachers' Standards, as appropriate to the needs of the school.
- Be responsible for the care and educational development of a class/set of pupils within a year group, making sure that equal opportunities exist for all.
- Encourage the spiritual, moral, social and cultural development of pupils.
- Understand and work towards the achievement of the school's aims and values and implement school policies.
- Plan, deliver and assess lessons based on the demands of the new curriculum, and ensuring appropriate challenge and high expectations.
- Plan opportunities to support pupils' social, emotional and cultural development, as well as promoting British values.
- Monitor and track pupil progress, and report to parents as appropriate.
- Maintain good order and discipline among the pupils, safeguarding their health and safety.
- Liaise with external providers and agencies to widen and support the range of opportunities available to children.
- Ensure that school policies are reflected in daily practice.
- Attend, contribute to staff meetings and other meetings as appropriate.
- Promote the welfare of children and support the school in safeguarding children through relevant policies and procedures.
- Liaise with parents, carers and the wider community to secure understanding and involvement in the curriculum and personal development.
- Disseminate information to stakeholders through all channels
- Report to governors and staff as required.
- Establish clear and constructive working relationships through teamwork and mutual support. Delegate with clear accountability as appropriate.
- Ensure clear channels of communication from top down and vice versa.
- Support staff to provide enriched teaching and learning by modelling exemplary lessons.
- Support with identifying training for the year group team.
- Support in the event of a supply being deployed in the year.
- Provide first port of call for behaviour and pastoral support for the class.
- Create and maintain a positive culture within the year group where staff and pupils feel safe and valued.
- To teach within the primary school age range.
- Be responsible for leading at least one curriculum subject/aspect of management throughout the school and be prepared to change your area of responsibility in relation to the changing needs of the school and your own professional development, in agreement with the Headteacher.
- To carry out any such other duties as may reasonably be requested by the Headteacher.

Knowledge and Understanding

- Have a secure knowledge of the National Curriculum and/or Early Learning Goals as appropriate.
- Be aware of the breadth of content of the Early Learning Goals/National Curriculum across the primary core subjects, foundation subjects and RE, and ensure that statutory requirements are taught.
- Have appropriate subject expertise to teach all the required subjects.
- Know, understand and implement the National framework for Numeracy and Literacy.
- Understand how pupils' learning is affected by their physical, intellectual, emotional and social development.

Planning, Teaching and Class Management

- Plan and prepare lessons regularly and in appropriate detail making sure planning is available to the Headteacher and others with shared interest.
- Provide clear structures for lessons, and for sequences of lessons, which maintain pace, motivation and challenge for pupils.
- Set clear targets for pupils' learning, building on prior attainment, and ensure that pupils are aware of the substance and purpose of what they are asked to do.
- Be familiar with subject-specific health and safety requirements, where relevant, and plan lessons to avoid potential hazards.
- Ensure effective teaching of whole classes/sets and of groups and individuals within the class setting so that pupils make good progress in their learning, and best use is made of available teaching time and resources.
- Manage the work of support staff/helpers to ensure that they enhance learning opportunities for pupils.
- Teach according to the educational needs and abilities of pupils, setting challenges to meet high expectations by having a secure subject knowledge and by using a variety of appropriate teaching methods to ensure high quality learning takes place.
- Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships.
- Review and evaluate your teaching and the pupils' learning on a regular basis.
- Create a stimulating and well-organised environment that promotes independent learning.

Monitoring, Assessment, Recording, Reporting and Accountability

- Mark and monitor pupils' assigned class work and homework providing constructive oral and written feedback and setting targets for pupils' progress.
- Assess and record pupils' work thoroughly and constructively and use assessments to inform teaching.
- Understand and know how national, local comparative and school data, including National Curriculum test data (where appropriate) can be used to set clear targets for pupils' achievement.
- Use National Curriculum and other standardised tests and baseline assessment (where relevant) to set pupil targets and evaluate their progress.
- Carry out statutory assessment and reporting arrangements, including preparing and presenting informative reports to parents.
- Prepare written or verbal reports and keep appropriate records concerning the personal and social needs of pupils.
- Treat information disclosed to you concerning individual pupils and families as confidential.
- Provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- Be familiar with the Code of Practice on the identification and assessment of special educational needs and ensure that individual educational plans are drawn up, implemented and reviewed regularly.
- Maintain professional dialogue concerning pupils with colleagues and outside agencies.
- Build and maintain positive links between yourself and the parents or guardians of pupils in your care.
- Have due regard for pupils' health and safety, both when they are authorised to be on the school premises and when they are engaged in authorised school activities off-site.

Other Professional Requirements

- Keep up-to-date with educational thinking through participating in further professional development.
- Share your expertise and knowledge with other staff through input at staff meetings, training days and at other agreed times.

- Review, from time to time, methods of teaching and programmes of work.
- Advise and cooperate with the Headteacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.
- Maintain good order and discipline among the pupils and safeguard their health and safety.
- Lead and participate in meetings at school that relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.
- Supervise and, so far as is practicable, teach any pupils whose teacher is absent (First day cover – see 58.9 School Teachers’ Pay and Conditions document).
- Participate in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for pupils’ supervision during such examinations.
- Take an active part in the review, development and management of activities relating to the curriculum organisation and pastoral functions of the school.
- Participate in administrative and organisational tasks to support school activities.
- As agreed with the Headteacher, attend assemblies, register the attendance of pupils and supervise pupils before, during or after school session.
- Attend meetings, workshops and parents’ meetings identified within directed time.
- Participate in the school’s performance management programme in line with the performance management policy.

Whilst the job description above endeavours to provide a clear outline of the duties of the post holder, additional appropriate responsibilities which may be determined in light of the needs of the school and at the discretion of the Headteacher.

The job description will be reviewed annually to reflect or anticipate changes in the job requirements in response to the needs of the school.

This job description should be considered alongside the most recent School Teachers’ Pay and Conditions Document.