

SUTTON COURTENAY PRIMARY SCHOOL

JOB DESCRIPTION – KS1 Teacher



1. General Responsibilities

i) The education and welfare of the designated class, in accordance with the requirements of:

- The current School Teachers' Pay and Conditions Document
- The National Curriculum
- The aims, objectives and schemes of work of the school
- Any policies of the Governing Body
- Health and Safety guidelines

To include:

- Plan, organise and maintain a learning environment appropriate to the developmental needs of KS1 pupils.
- Deploy teaching assistants effectively to support learning, independence and wellbeing.
- Develop and maintain positive communication and partnership with parents and carers.
- Provide a balanced, well-structured KS1 curriculum informed by research-based approaches to early learning and the National Curriculum.
- Build warm, consistent relationships with pupils, modelling clear communication and supporting positive behaviour.
- Encourage independence, resilience and self-motivation.
- Demonstrate a clear commitment to equality of opportunity for all pupils.
- Make provision for pupils with SEND in line with the SEN Code of Practice.
- Support pupils for whom English is an additional language through high-quality modelling and targeted strategies.
- Assess pupils' attainment throughout the year in line with school expectations, maintaining accurate records and evidence.
- Take responsibility for personal professional development and contribute to school-based CPD.
- Liaise with external agencies where appropriate.

- Take part in school activities, events and meetings as required.
- Liaise with partnership schools and contribute to Trust-wide collaboration.
- Work within a team for subject coordination and leadership as required.

ii) Sharing in the corporate responsibility for the discipline and wellbeing of all pupils in the school.

iii)

2. Subject Leader (*if applicable*)

- Maintain an overview of curriculum delivery across the school within the subject area.
- Review the Scheme of Work and ensure coverage of the National Curriculum.
- Work with teachers and Trust leaders to promote high-quality, research-informed practice.
- Support colleagues with planning where required.
- Report to the Governing Body as needed.
- Review assessment and tracking procedures to ensure accuracy and consistency.
- Audit resources and teaching materials in line with curriculum development.
- Support colleagues in classroom practice where appropriate.
- Work with Partnership and Trust colleagues as required.
- Attend relevant training and disseminate key messages to staff.

3. Health and Safety

Teaching staff:

- Produce risk assessments as appropriate, particularly for practical subjects and off-site activities.
- Ensure all equipment and materials are safe, age-appropriate and used correctly.
- Complete and review risk assessments periodically.
- Undertake annual personal training needs analysis.
- Reinforce health and safety expectations with pupils consistently.

All employees:

- Cooperate with health and safety requirements.
- Report defects using the appropriate procedures.
- Complete and act on risk assessments for potentially hazardous activities.
- Use, but do not misuse, items provided for health, safety and welfare.
- Avoid unsafe acts.
- Inform the Headteacher of any “near misses”.
- Be familiar with emergency action plans for fire, first aid, security and off-site issues.
- Raise health, safety and environmental issues with pupils where appropriate.

4. Safeguarding

- Have due regard for safeguarding and promoting the welfare of children.
- Follow all child protection and safeguarding policies adopted by the school and local authority.
- Uphold and promote British Values.

This job description may be updated at any time after discussion with you but will be reviewed before 31st October 2024.

To whom responsible: *Headteacher / Trust Leadershi*