

JOB DESCRIPTION

Post Title: Main scale teacher	
Location: Sunny Bank Primary School (Part of Vision Multi Academy Trust)	Post Hours: 0.6 (3 days) in accordance with the school's 1265 policy
Special Conditions of Service: - To be performed alongside the provision of the School Teacher's Pay and Conditions Document - Leave must be taken in school holidays	
Purpose and Objectives of Post: Key Stages 1 and 2	
Accountable to: Headteacher/Governors/CEO/Board of Trustees	
Immediately responsible to: Head of School / Executive Headteacher	
Relationships: (Internal and External) Trustees, Governors, Headteacher and SLT Line Manager	

DUTIES/RESPONSIBILITIES:

TEACHING

1. Full-time whole class teaching responsibility, paying due regard to the National Curriculum and the school curriculum policies, systems and expectations.
2. Foster, establish and maintain excellent working relationships with all pupils.
3. To plan exciting programmes of study in relation to the above.
4. To support and uphold Sunny Bank Primary School's Values and Aims and those of Vision MAT.
5. Effectively adapt learning to meet the individual needs of children.
6. To liaise and plan teaching and learning with support staff and share planning in line with school policy.
7. To encourage the children to become independent and self-disciplined learners.
8. Deliver quality-first teaching, secured via quality preparation and effectively delivery of a series of connected lessons.
9. To provide homework/activities to be done at home, according to school policy.

PLANNING, ASSESSMENT AND RECORD KEEPING

1. Keep accurate records of the progress of individual children using agreed school systems.
2. Assess each child's work regularly according to the school's assessment and feedback policy.
3. Write and review EHCs for each child in class with additional and/or specific needs, ensuring outcomes from targets are recorded in line with school policy.
4. Teach the process of self-assessment to encourage pupils to think about their own learning.
5. Write formal reports on each child's progress for parents, stating areas of strength and future areas of improvement.
6. Follow the school's child protection and safeguarding procedures.
7. Contribute to writing reports when requested e.g. for SEN reviews, statements, child protection meetings, subject development, action plans and subject leader reviews for governors.
8. To provide appropriate information on lessons to be taught/children's needs, to supply teachers or any other person taking the class, as and when requested.

LIAISON

1. Liaise with both additional teaching staff and/or other staff who may take the class (e.g. for the purposes of PPA time) to ensure consistency in securing quality-first teaching.
2. Pass on information regarding each child in the class to the future class teacher (or the appropriate secondary school).
3. Foster and establish positive links with parents and keep them informed of class procedures; the curriculum to be taught, the progress of their child.

4. To utilise internal methods of communication consistently and effectively.

PASTORAL

1. Be responsible for the safety and welfare of the class during teaching times and at the beginning and end of each session.
2. Identify children causing particular concern and inform senior leaders, SENCO and/or pastoral support.
3. Be responsible for reinforcing school/class rules, codes of conduct, paying particular regard to the behaviour relationships policy.
4. Promote equal opportunities within the class, whole school and beyond.
5. Cooperate with all adults who work in school and supervise, when appropriate.

PROFESSIONAL DEVELOPMENT

1. Keep up to date with current educational development via professional reading and research and fully engaging with continued professional development.
2. Participate in whole school self-evaluation and assessment procedures, both internal and external.

OTHER DUTIES AND RESPONSIBILITIES

Any other duties the Headteacher may ask the post holder to perform, in line with their contractual duties and pay and conditions.

RELATIONSHIPS

The post holder is responsible to the Headteacher for their teaching duties and responsibilities. The post holder should interact on a professional level with colleagues and seek to establish and maintain productive relationships with them to promote mutual understanding of the school curriculum with the aim of improving the quality of teaching and learning in the school. The post holder may be responsible for the supervision of the effectiveness of work undertaken by additional staff.

DIRECTED TIME

The directed time for teachers during the school day begins at 8.15 am and ends at 4.00pm. Teachers should be in the classroom or place of work and duties should include the preparation of lessons, planning and preparation and any necessary supervision of children (e.g. in wet weather).

Directed time also includes five days when children are not attending school – Professional Activity Days. Each of these days consists of a five-hour commitment, making 25 hours in total. Three days may be disaggregated.

The remaining time is to be used for the attendance of school functions, which include staff meetings, parents' meetings and other events arranged from time to time and for subject coordination.

HEALTH AND SAFETY

All members of staff have a **duty** under the Health and Safety at Work Act 1974 to:

- Take reasonable care for the Health and Safety at Work of himself/herself and of others who may be affected by his or her acts or omissions.
- Employees are also required under the Act to:
- Co-operate with his/her employer with regard to any requirements imposed on the employer by statutory provisions.

Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See Paragraph 203 of Supplemental Conditions of Service)