

JOB DESCRIPTION



POST TITLE: TEACHER (PRIMARY)

OVERALL PURPOSE OF THE POST

The Conditions of Employment for Teachers as shown in the current School Teachers Pay and Conditions document sets out the professional duties and responsibilities of all teachers other than Headteachers.

MAIN DUTIES AND RESPONSIBILITIES

Planning, Development and Co-ordination

- To set challenging teaching and learning objectives which are relevant to all pupils
- To select and prepare resources, and plan for their safe and effective organisation, taking into account pupil interests and learning needs, language and cultural backgrounds, with the help of support staff where appropriate
- To plan for the deployment of any support staff who are contributing to pupil learning
- To plan opportunities for pupils to learn in out of school contexts
- To produce long and short term planning in accordance with academy policy and procedures and within required deadlines
- To implement and review the development plan in conjunction with the Leadership Team
- To develop and audit schemes of work and other documentation and to support cross-curricular delivery including subject support for colleagues to enable curriculum requirements to be met
- To lead or contribute to professional development activities as part of the planned programme for the academy and to promote the sharing of good practice
- To manage the resources available and make recommendations in order to maintain and develop curriculum provision

Monitoring and assessment

- To make appropriate use of the academy's monitoring and assessment strategies to evaluate pupil progress towards planned learning objectives
- To use monitoring and assessment information to improve planning and teaching
- To monitor and assess the effectiveness of learning activities and provide immediate and constructive feedback to support pupils as they learn
- To involve pupils in reflecting on, evaluating, and improving their own performance and progress
- To assess pupil progress accurately against appropriate standards
- To identify and support pupils with differing levels of ability and those experiencing behavioural, emotional, and social difficulties
- To identify the levels of attainment for pupils learning English as an additional language and identify learning activities to provide cognitive challenge as well as language support
- To record pupil progress and achievements systematically, providing evidence of the range of their work progress and attainment over time to inform planning
- To report on pupil attainment to parents, carers, other professionals and pupils as appropriate

Teaching and Class Management

- To have high expectations of pupils and build successful relationships centred on teaching and learning
- To establish a purposeful learning environment where diversity is valued and where pupils feel safe, secure and confident
- To teach the required or expected knowledge, understanding and skills relevant to the curriculum for pupils in their age range
- To teach clearly structured lessons or sequences of work which interest and motivate pupils, make learning objectives clear, employ interactive teaching methods and collaborative group work
- To promote active and independent learning that enables pupils to think for themselves and to plan and manage their own learning
- To differentiate teaching to meet the needs of pupils of all ability ranges taking into account varying interests, experiences and achievements of boys and girls and different cultural and ethnic groups to help them make good progress
- To organise and manage teaching and learning time effectively
- To organise and manage the physical teaching space, tools, materials, texts and resources safely and effectively with the help of support staff where appropriate
- To set high expectations for pupil behaviour and establish a clear framework for classroom discipline in line with school policy to anticipate and manage pupil behaviour constructively and promote self-control and independence
- To use ICT effectively in delivery of teaching and learning
- To take responsibility for teaching a class or classes over a sustained and substantial period of time
- To provide homework and other out-of-class work which consolidates and extends work carried out in the class and encourages pupils to learn independently
- To work collaboratively with other professionals and manage the work of support staff to enhance pupil learning
- To recognise and respond effectively to equality issues as they arise in the classroom and challenging stereotyped views, bullying and harassment in accordance with academy policy and procedures
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To attend and participate in regular meetings
- To participate in training, continuous professional development and other learning activities as required including participation in the academy's performance management arrangements

All ACET staff are expected to:

- Appropriately maintain the confidentiality of the working environment;
- Promote and support the aims, ethos and vision of the academy/trust;
- To comply with all ACET policies and procedures;

ACET is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

- To comply with all statutory guidance as relevant for their role, including the Health and Safety at Work Act 1974;
- Work in a flexible manner, undertaking any reasonable duties commensurate with the salary and grade of the post.
- Work in other ACET academies, as required (with travel payment if appropriate).

The purpose of this job profile is provide an overview of the duties and responsibilities involved in this role, however it is not intended to be exhaustive. In consultation with the post holder, this profile may be reviewed and could be subject to change during the course of employment.