

Responsible to: Head Teacher

This job description should be read in conjunction with the current School Teachers' Pay and Conditions Document and the provisions of that document will apply to the post holder.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher; or other Senior Manager if appropriate, who will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed at least annually, and any changes will be subject to consultation. The school's Grievance Procedure will be used to resolve any dispute arising out of the job description. Other relevant policies may be the County Council's Stress at Work Policy and the Dignity at Work Policy.

General Duties

You will be expected to carry out the professional duties of a teacher as outlined in the School Teachers' Pay and Conditions Document currently in operation, or any subsequent legislation.

Main Duties and Responsibilities

Professional duties

Having regard to the curriculum of the school:

- To plan and teach the National Curriculum/EYFS effectively and to organise class activities based on school policies.
- To complete effective planning.
- To promote the well-being, emotional, social, aesthetic and intellectual development and progress of each child in the class by
 - a) teaching effectively, adapting to the varied and special needs of the pupils
 - b) giving feedback that is positive and constructive, through written and verbal means in line with the school feedback and marking policy
 - c) providing a suitable and stimulating environment for learning to take place
- To work harmoniously with all members of staff and to undertake an appropriate share of collective responsibilities including participation in and contribution to team-planning, self-evaluation, in-service training and professional development.
- To share expertise and to accept help and advice from other members of staff with special skills.
- To support the policies and objectives of the school.
- To keep abreast of current educational theory and practice.
- Consult and plan with outside agencies as appropriate.
- Liaise with the SENCO to ensure that the SEND Code of Practice is implemented fully.
- To organise, support and liaise with non-teaching staff for the benefit of all pupils.
- To organise parental assistance both within and outside the classroom.
- To share in the training of student teachers and others. To liaise with college lecturers, external advisors or other supervisors and to complete any necessary reports when required.
- To create and maintain an exciting, attractive, safe and stimulating environment.
- Maintain a stimulating, informative environment displaying children's work appropriately.
- Teach pupils to take responsibility for resources and the environment.

- Maintain good order and discipline among the pupils and safeguarding their health and safety both when they are in school and when they are engaged in authorised school activities elsewhere.
- Work with all members of staff and parents to ensure that schools behaviour policy is implemented and to work at all times towards the happy, self-disciplined child.
- Use a variety of suitable teaching and learning styles.
- Communicate personal enthusiasm, stimulate and maintain interest in learning.

Assessment, recording, reporting

- Assess, record and report on the development, progress and attainment of pupils; using a variety of methods according to National Curriculum requirements and school policies.
- Keep records of pupils' progress and report achievements in line with school policies and statutory requirements.
- Promote the general progress and well-being of individual pupils of any class or group of pupils assigned to you.
- Encourage children to strive for excellence in their work and behaviour.
- Participate in arrangements for preparing pupils for government tests.

Communication

- Establish good relationships with parents to promote, pupils learning and achievement in line with the school policy.
- To lead parent evenings and pupil profile meetings.
- Communicate and co-operate with persons or bodies outside the school and participate in meetings arranged for any of the purposes described above.
- Provide and/or contribute to oral and written assessments, reports and references relating to the individual pupils and groups of pupils; e.g. in the context of SEND, end of year reports.
- Attend and take a constructive part in staff meetings, Inset days and any other school twilight sessions.
- Ensure that all accidents and behavioural incidents are properly recorded and reported.
- Set high standards of punctuality, to be in class or playground to greet pupils at the start of teaching sessions.
- Register the attendance of pupils and supervise pupils, whether these duties are to be performed before, during or after school sessions.
- Participate in meetings at the school, which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

Professional Development

- To meet with line manager to review previous targets, linked to appraisal and set new targets.
- To be observed linked to teaching and learning standards.
- To respond positively to feedback.
- To attend training, relevant to appraisal or observation targets.
- To be willing to disseminate findings from training to staff within a staff meeting or training day.
- To carry out any necessary changes to current practise.

Whole school commitment

- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- To demonstrate a commitment to the full life of the school and to work with all members of staff to ensure the success of whole school initiatives and assemblies, displays, open evenings and other activities as they occur in school.
- To support and assist in the development and implementation of School and Acer Trust policies.

- To undertake, with all other members of staff, general responsibilities concerned with the day-to-day running of the school - playground duties.
- To be supportive of the school's extra-curricular activities.
- To take an active part in the school's involvement with the wider community.
- To ensure the children's safety at all times.
- Contribute to the overall ethos/work/aims of the school.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head Teacher to carry out appropriate duties within the context of the job, skills and grade.

Welfare

- To liaise with parents regarding pupils' sickness/injury.
- To assist with visits from the school nurse, dentist etc.
- To assist with the general welfare of pupils.

General Responsibilities

Taking appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising concerns with an appropriate manager.

Person Specification – Teacher at Botley School

Post Requirement	Essential	Desirable	How Identifiable
Education and training	<ul style="list-style-type: none"> - Qualified Teacher Status - Commitment to continuing professional development 	<ul style="list-style-type: none"> - Degree in relevant specialism - Evidence of a subject specialism 	<ul style="list-style-type: none"> - Application form/covering letter and interview - Certificates
Experience	<ul style="list-style-type: none"> - Excellent classroom practitioner - Experience of teaching in KS1 or KS2 - Experience of tracking, monitoring and acting on the evaluation of pupil progress including those with SEND/disadvantaged - Experience of successful, close work with colleagues 	<ul style="list-style-type: none"> - Experience in several year groups over the primary range - Able to offer leadership in one or more subject areas (please state) - Experience of leading some aspects of school improvement 	<ul style="list-style-type: none"> - Application form/covering letter and interview - References
Teaching and learning	<ul style="list-style-type: none"> - An inspiring practitioner with high expectations of behaviour and achievement - Deep understanding of how children learn and the characteristics of effective teaching - Excellent subject knowledge within the primary curriculum - Effective use of AfL strategies 	<ul style="list-style-type: none"> - Personal passion for delivering a creative curriculum - Potential to inspire the teaching of Maths or English specifically (including phonics for KS1) 	<ul style="list-style-type: none"> - Application form/covering letter and interview (including some teaching as part of the interview)
Skills and attributes	<ul style="list-style-type: none"> - Works collaboratively - High quality, effective communication skills - A commitment to continuous improvement and impact - Highly organised with systems and structures that contribute to the effectiveness of the school - Able to prioritise, plan, organise and work effectively to deadlines - Able to be a positive role model for staff as well as pupils - Evidence of strong work ethic - Commitment to our ethos and values - Resilient and demonstrates an ability to work well under pressure - Reflective and learns from past experiences - Proficient use of IT - Energy and enthusiasm - Flexible, approachable and caring 	<ul style="list-style-type: none"> - An analytical thinker and confident using and presenting data - Experience in working with parents and families - Willingness to share special talents/skills with the school - Experience of or commitment to coaching as a means to aid personal and staff development - Potential and interest to develop leadership skills 	<ul style="list-style-type: none"> - Application form/covering letter and interview