



## Forres Primary Academy Job Description – Teacher

**Job Title:** Teacher (Main scale)  
**Responsible to:** Head Teacher

This job description needs to be read in conjunction with the teachers Standards and the appropriate career grade expectations.

### **DUTIES**

#### **Have knowledge and understanding of:**

- Have a detailed knowledge of the relevant aspects of the National Curriculum and other statutory requirements.
- Understand progression in their specialist phase, including transition from the previous phase and to the next.
- Cope securely with subject-related questions which pupils raise and know about pupils' common misconceptions and mistakes in their specialist subject(s).

#### **Planning and setting expectations:**

- Identify clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the pupils being taught.
- Set appropriate and demanding expectations for pupils' learning and motivation. Set clear targets for pupils' learning, building on prior attainment.
- Identify pupils who have special educational needs, and know where to get help in order to give positive and targeted support. Implement and keep records on Individual Education Plans (IEPs).

#### **Teaching and managing pupil learning:**

- Ensure effective teaching of whole classes, groups and individuals so that teaching objectives are met, momentum and challenge are maintained, and best use is made of teaching time.
- Use teaching methods which keep pupils engaged, including stimulating pupils' intellectual curiosity, effective questioning and response, clear presentation and good use of resources.
- Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships.

#### **Assessment and evaluation:**

- Assess how well learning objectives have been achieved and use this assessment for future teaching.
- Mark and monitor pupils' class and homework providing constructive oral and written feedback, setting targets for pupils' progress.

#### **Pupil Achievement:**

- Secure progress towards pupil targets.

**Relations with parents and wider community:**

- Prepare and present informative oral and written reports to parents.
- Recognise that learning takes place outside the school context and provide opportunities to develop pupils' understanding by relating their learning to real and work-related examples.
- Understand the need to liaise with agencies responsible for pupils' welfare.

**Wider professional relationships:**

- To engage in a positive working relationship with professional colleagues and support staff, external advisers and specialist support staff, external agencies, suppliers and contractors.

**Managing own performance and development:**

- Understand the need to take responsibility for their own professional development and to keep up to date with research and developments in pedagogy and in the subjects they teach.
- To take part in the schools arrangements for performance management.
- Understand their professional responsibilities in relation to school's policies and practices.
- Set a good example to the pupils they teach in their presentation and their personal conduct.
- Evaluate their own teaching critically and use this to improve their effectiveness.

**Managing and developing staff and other adults:**

- Establish effective working relationships with professional colleagues including a wide range of support staff in the school.

**Managing resources:**

- Select and make good use of learning resources, such as visits out of school, visitors, textbooks and ICT resources which enable teaching objectives to be met.

**Strategic leadership for QTS class teachers:**

- To take responsibility for the management and development of one or more areas of curriculum responsibility.
- To contribute to the whole school improvement plan.

**ECT appointments:**

- *All trainees must demonstrate the standard of knowledge, understanding and skills set out in Circular 4/98, Annex A, before they can successfully complete teacher training and be awarded QTS.*

This job description will be reviewed at least annually as part of your Performance Appraisal programme.

Spiral Partnership Trust anticipates that all employees of the Trust will be willing to work in other schools within the Trust, subject to need and consultation.

**Spiral Partnership Trust actively encourages and supports the safeguarding and protection of all its pupils. This post is subject to enhanced DBS disclosure.**