



## Huntingtree Primary School - Teacher - Job Description

### Job Summary

The teacher in question will be someone who strives for perfection, loves their job and puts the learning of children first.

We are looking for someone who:

- is an excellent teacher who puts the needs of the children first
- teaches with a smile and makes their classroom the 'best venue in town'
- enjoys new challenges and adapting to the ever changing educational landscape
- welcomes constructive feedback
- supports others and shares effective practice
- likes to have fun

**Line Manager:** Senior Leadership Team

### GENERAL PROFESSIONAL DUTIES AND RESPONSIBILITIES (in accordance with teachers pay and conditions document)

Planning and preparing lessons.

Teaching according to the educational needs of the children, as determined by effective assessment for learning.

Assessing, recording and reporting on pupils' progress.

To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for all learners in your care.

To monitor and support the overall progress and development of learners as a teacher.

To facilitate and encourage learning experiences which provide learners with the opportunity to achieve their potential and to contribute to raising standards of their attainment.

To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

### SPECIFIC RESPONSIBILITIES

To undertake the role of class teacher.

To provide targeted interventions for identified pupils within class.

To provide a safe, stimulating and caring environment.

To ensure high standards of classroom management and organisation.

To adhere to and support whole school policies and practices.

To contribute to raising standards.

## Responsible for:

1. The provision of the agreed school curriculum for the relevant learners to be taught, its schemes of work and the implementation of the school policies.
2. To provide well planned, full learning experiences and support for learners.
3. Contributing to the school process of self-evaluation and development, to have regard for your own professional development and to play a part in the general life and work of the school, its meetings and events.

## Main Duties:

### Strategic Planning and Curriculum -

1. To contribute to the creation of a climate which enables other staff to develop and maintain positive attitudes towards their teaching.
2. To help to establish, with the involvement of relevant staff, long term plans for development which:  
a. Contribute to whole school aims, policies and practices  
b. Are understood by all those involved in putting the plans into practice.  
c. Are clear about the action to be taken, timescales and criteria for success
3. To contribute to the monitoring of teaching & learning.
4. To monitor the progress made in achieving subject plans and targets, and use the analyses to guide further improvement in revised plans and reports.
5. To provide necessary data and to use data effectively to identify learners needs and those who are underachieving within your responsibility, and where necessary, create and implement effective plans of action to support them.
6. To analyse and interpret all appropriate evidence both in school and from outside to inform, policies, practices, expectations, targets and teaching methods.
7. To contribute to the school process of self-evaluation and development in the School Improvement Plan, to have regard for your own professional development and to play a part in the general life and work of the school its meetings and events.

### Teaching and Learning –

1. To ensure curriculum coverage, continuity and progression for all learners through planning, setting and assessing of appropriate work.
2. To ensure effective development of learners' literacy, numeracy and information communication technology (IT) skills throughout your teaching.
3. To evaluate your teaching and use this analysis to identify effective practice for implementing a variety of teaching strategies and areas for your own professional improvement.

4. To maintain discipline in accordance with the school procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
5. To establish and implement school policies and practices for assessing, recording and reporting on learners' achievement and for using this information to recognise progress in report writing and record keeping.
6. To ensure that information about learners' achievements in previous classes is used for valued further progress.
7. To set expectations and clear targets for support staff and learners in relation to the standards and needs of the learners' and evaluate progress, achievement and the next steps for further progress to be made.

### **Leading and Managing –**

1. To establish constructive working relationships among staff with whom you work, through team working relations and mutual support; evaluating practice and developing an acceptance of accountability.
2. To sustain one's own motivation and, where possible that of other staff, through having positive attitudes and an understanding of the ethos, aims and values of the school.
3. To lead and manage a subject area to be negotiated.

### **Effective use of resources –**

1. To establish resource needs and advise your line manager of likely priorities for expenditure and allocate available resources with maximum efficiency to meet the objectives of the school and its plans.
2. To ensure the effective, efficient management and organisation of learning resources, including the use of information and communication technology in your teaching, planning, research, assessment and record keeping.
3. To maintain existing resources and explore opportunities to develop or incorporate new resources from a wider range of sources inside and outside the school.
4. To support and discuss school policies with governors and parents when requested to do so. To contribute towards the enhancement and broadening of the schools present policies.
5. To support and contribute to effective working relationships with teachers, parents, LA and the community generally; to be accountable to the headteacher, the school governors and the LA.

### **General duties and other –**

1. This Job Description allocates duties and responsibilities, but does not direct the particular amount of time to be spent on carrying them out, although the duties listed will qualify for non contact time for Preparation, Planning and Assessment, in line with your teaching time (10% of). If you are an ECT, time for induction and training will be provided.

2. To work in accordance with 1988 Education Act, more recent legislation with particular reference to Health and Safety requirements and LA Policy and advice.
3. To supervise and monitor learners' behaviour and conduct both in lessons and in the playground as part of the school duty of care, pastoral and welfare support.
4. To be familiar with the Fire Drill and evacuation procedures and school medical routines and responsibilities.
5. To report all accidents of children to senior staff and after consultation to parents when appropriate.
6. To accompany a staff member and injured child, who requires urgent medical attention (if necessary).
7. To support the school in meeting its legal requirements for worship.
8. To liaise and maintain good relationships with parents, relatives, guardians or carers and to offer help and support as required.
9. To be aware of child protection issues and the need for confidentiality and to identify to the class teacher and/or the named child protection colleague in school, concerns in respect of individual children.
10. To take part in the school routines for Performance Management and Continuing Professional Development and to be responsible for your own Professional Portfolio, in line with the Policies and Code of Practice for the School with regard to Performance Management, Career pathways, Recruitment and retention of staff, Staff Discipline and Pay. A copy of such Policies and Codes of Practice are displayed in the Staff Room.
11. To attend staff meetings and other professional training as appropriate.
12. Employees are expected to be courteous to colleagues and to provide a welcoming environment to visitors and telephone callers.

A job description can never be fully descriptive and exhaustive of unforeseen changes or circumstances.

It is expected that staff will, within reason, respond to unforeseen circumstances and emergencies as they arise, commensurate with their qualifications, experience and the situation. Any such further reasonable direction to you, not covered above, will be the responsibility of the headteacher or their delegated authority.