



JOB DESCRIPTION
Teacher - Main Pay Scale
Fixed Term from September 2019
for 1 year in the first instance

SALARY: MPS
Hours: Full Time

The information given in this job description is intended to assist the post holder in understanding and appreciating the work content of the post. It should be noted, however, that this job description outlines the main duties and responsibilities of the post in broad terms only, as it is not possible to specify every item in detail.

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You are required to carry out the duties of a school teacher as set out in the Statutory Conditions for Employment which are laid down in the School Teachers' Pay and Conditions Document 2017. In addition you are required to carry out the professional duties as set out below.

Prime objectives of the post

- To teach a vibrant child centred curriculum in the primary school (3-11) age range in the role of class teacher.
- To have responsibility for curriculum areas throughout the school

Responsibilities/Range of Duties

- To be responsible to the Headteacher and Deputy Headteacher
- To audit resources and recommend ordering additional resources to the responsible person.
- To liaise with outside agencies, parents and other professionals as appropriate.
- To plan collaboratively with other year group colleagues as appropriate.
- To analyse the data with the Assessment Manager and Headteacher, set appropriate targets and assess against these targets to challenge and raise standards.

Teaching and Pastoral Care

- To teach a class of children within the Primary range and within that context to be aware of individual needs within the classroom, both educational and pastoral and extend a duty of care to all pupils in the school.
- Have a detailed knowledge of the relevant aspects of the pupils' National Curriculum and other statutory requirements, including PSHCE and Citizenship
- To have high expectations and maintain a high quality of teaching which will be reflected in the learning environment and the standard of work produced by the children.
- It is expected that you will be an effective member of the school team and that your classroom and teaching practice will reflect the school ethos and policies and that you will assist in achieving the effectiveness of the agreed aims of Elland Church of England School.
- 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).
- To promote parental interest and understanding.



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- To adhere to the safeguarding practices of the school and have an understanding of the procedures in place.

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 that 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.
- Understand the demands expected of pupils in relation to the National Curriculum

Relations with parents and wider community

- Know how to prepare and present informative reports to parents.
- Attend parent consultation evenings.
- 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.

Professional Development

- To review personal teaching methods and programmes of work.
- To undertake, as necessary or required, in-service training to ensure continued professional development as indicated in the school aims.
- Understand their professional responsibilities in relation to school 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.
- To benefit from PPA time

The above job description will be reviewed annually. However, if necessary after consultation with you, it may be amended in consideration of the changing needs and development of the school.

Headteacher ----- Date -----

Member of staff ----- Date -----