



JOB DESCRIPTION

POSITION	Teacher
GRADE	Teachers' Pay and Conditions
REPORTS TO	Principal, Head of School, Assistant Head

KEY PURPOSE OF THE JOB

To take responsibility for the education and welfare of a designated class or group of children in accordance with the current School Teachers' Pay and Conditions document, having due regard to the requirements of the National Curriculum, EYFS framework, school and trust policies.

MAIN ACTIVITIES

1. To take responsibility for planning and implementing appropriate work programmes for all children in the designated class or group, within the framework of national and school policies.
2. To maintain assessment records and report on pupils' progress to senior staff and to parents and carers, in accordance with school policy.

PRINCIPAL ACCOUNTABILITIES

1. To contribute to successful team work in-phase and across school as a whole.
2. To plan learning activities in accordance with national and school curriculum policies and in co-operation with relevant class colleagues, subject and senior leaders to ensure that children experience a broad, balanced, relevant and stimulating curriculum.
3. To support the school's drive to provide a curriculum which is reflective of our ethos of respecting and celebrating cultural diversity.
4. To ensure a close match between the learning experiences offered, and the individual needs of the children in the class, so as to give each child an opportunity to achieve to the maximum of his/her capability.
5. To strive to close the attainment gap as quickly as possible for those pupils not yet at Age Related Expectations.
6. To make appropriate educational provision for children with SEND and those learning English as an additional language, with support from the Inclusion Leader/SENCO.
7. To provide children with opportunities to manage their own learning and become independent learners as well as to learn co-operatively with others.
8. To create a secure, happy and stimulating classroom environment, maintaining the highest standards of organisation and discipline.
9. To foster each child's self-image and esteem and establish relationships which are based on mutual respect.
10. To maintain a high standard of display both in the classroom and in other areas of the school.
11. To arrange for resources, equipment and materials to be available in such a way that they are properly cared for, easily accessible and will encourage the children to become more responsible for their own learning.
12. To work closely with colleagues to undertake appropriate planning and the implementation of agreed schemes of work.
13. To assess children's progress, maintain records and provide written reports to parents and carers in accordance with school policies.
14. To communicate and consult with parents and carers and with outside agencies, as necessary, about children's progress and attainment.
15. To ensure that whole school aims and approaches in relation to the curriculum, equal opportunities and discipline are promoted in every day classroom organisation and practice.

16. To liaise with support staff both school based, and from other external bodies as required.
17. To take responsibility for the management of other adults in the classroom.
18. To take up the opportunity for continuous professional development through phase and staff meetings and INSET activities.
19. To assist the Principal and Head of School in the daily running of the school by undertaking any other reasonable and relevant duties in accordance with the changing needs of the school.
20. To form and maintain links with the school's Governors.
21. To take responsibility for a curriculum subject area as agreed with the Principal and Head of School as detailed below:
 - Promote the teaching of the agreed subject throughout the school, according to the requirements of the EYFS/National Curriculum and any other new initiatives from the Department for Education. In conjunction with the Principal, Head of School or other senior staff, be responsible for the implementation and management of the school's policy and provision for the agreed subject area.
 - Maintain evidence of school standards in the agreed subject and complete annual Position Statements and Action Plans with the aim of improving attainment.
 - Review the policy and adapt it as appropriate.
 - Develop an appropriate scheme of work for the subject.
 - Take responsibility for maintaining and evaluating all material resources with a system of easy accessibility.
 - To consult colleagues and be responsible for ordering resources within an agreed budget in full consultation with the Principal, Head of School and School Business Manager.
 - Offer support and advice to colleagues: lead staff meetings in order to facilitate a good understanding and utilisation of school policy and of DfE requirements for the subject area.

KEY ORGANISATIONAL OBJECTIVES

The Post holder will contribute to the school's objectives in service delivery by:

- Ensuring compliance with school and national safeguarding procedures and policies.
- Enactment of Health and Safety requirements and initiatives as directed.
- Ensuring compliance with Data Protection legislation.
- At all times operating within the school's Equal Opportunities framework.
- Commitment and contribution to improving standards for pupils as appropriate.
- Contributing to the maintenance of a caring and stimulating environment for pupils.

CONDITIONS OF SERVICE

(Governed by the National Agreement on Teachers' Pay and Conditions, supplemented by local conditions as agreed by the Governing Body.)

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks.

EQUAL OPPORTUNITY

The post holder will be expected to carry out all duties in the context of, and in compliance with, Webster Primary School's Equal Objectives.

Date of issue: Signed post-holder

Signed Principal