

## **PRIMARY SCHOOL TEACHER: JOB DESCRIPTION**

### **Salary**

The post holder will be paid on the appropriate point of the main scale.

### **Line of responsibility**

The teacher is directly responsible to the headteacher.

### **Job content**

#### **Strategic purpose**

The basic duties of a teacher are outlined in the latest School Teachers' Pay and Conditions Document. S/he shall maintain a good understanding of whole school curriculum, assessment and pastoral policies.

#### **Core responsibilities**

- Teaching:
  - Plan work in accordance with schemes of work and national curriculum requirements as identified by the academy.
  - Take account of pupils' prior levels of attainment and use them to set future targets.
  - Maintain good discipline by following the school's behaviour policies and procedures.
  - Ensure punctuality and establish a purposeful working atmosphere during all learning activities.
  - Maintain excellent classroom management with due regard to health and safety policies.
  - Set appropriate and challenging work for all pupils.
  - Coordinate a subject across whole school.
- Assessment, recording and reporting:
  - Keep appropriate records of pupils work.
  - Mark and return work set, including any homework within an agreed and reasonable time.
  - Use the school's marking scheme at all times.
  - Use assessment as agreed by the school for learning as part of the planning and assessment cycle.
  - Complete pupil reports in line with school policy. Attend parents' evenings as required and keep parents informed about their child's performance and future targets.
- Pastoral work:
  - Monitor and set targets for the social and academic progress of all pupils in the class.
  - Build a good relationship with pupils and parents, so that they will look to the teacher for support and advice.
  - Command high standards of pupil behaviour and conduct at all times and support the school in its application of related policies.

- Be aware of the particular needs of service children and the impact high mobility has on a cohort.
- Be aware of attachment needs and the impact this has on individual children.
- Report issues of concern to the appropriate senior staff.
- Maintain an accurate register of attendance and do everything possible to encourage good attendance.
- The teacher will be part of the school's performance management arrangements under the headteacher who will set agreed targets for the year. The headteacher will monitor and review performance, including classroom teaching. The school will support the continuing professional development of all staff, to ensure that their expertise is being kept up to date.
- Attend and contribute to team and full staff meetings.
- Contribute towards the goals and targets of the school improvement and development plan.
- Maintain a professional interest in educational initiatives and developments.

## **Conditions of employment**

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- To uphold the school's policy in respect of child protection and safeguarding matters.
- S/he shall be subject to all relevant statutory requirements as detailed in the most recent School Teachers' Pay and Conditions Document.
- Provision is made for planning, preparation and assessment (PPA) time, in accordance with the requirement for all teachers at a school with timetabled teaching commitments to hold a contractual entitlement to guaranteed PPA time within the timetabled teaching day.
- The amount of guaranteed PPA time will be set as a minimum of at least 10% of a teacher's timetabled teaching time.
- The post holder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.