



**Post:** Teacher

**Pay Grade:** Main Scale

**Responsible to:** Headteacher

### **Job Purpose**

To be responsible for the delivery of high-quality learning and teaching, the management and maintenance of an effective learning environment and the supervision and welfare of children throughout the school.

### **Statutory Requirements**

This job description is to be performed in accordance with the requirements of the 'School Teachers; Pay and Conditions Document' and within the range of professional duties set out in that document that apply to a class teacher.

### **Main Duties**

The postholder will have responsibility for teaching an assigned class of children and working within a team to plan and deliver learning for children.

- To implement the school curriculum to meet the needs of all children within the class.
- To ensure to the monitoring of the impact of the curriculum through both formative and summative assessment of children's attainment and progress.
- To design and deliver lessons and learning opportunities tailored to the identified needs of the children.
- To understand and respond positively to the physical, emotional and/or behavioural needs of children and to encourage participation and independence.
- To enable the learning and progress of all children including those with special needs ensuring equality of teacher time within the provision.
- To plan, deliver and monitor children's 'MyPlan's, and to participate in reviews (and any paperwork and processes related to meeting and delivering children's Education Health Care Plans – EHCPs).
- To play a key part in effective team practice by attending and participating in staff meetings and in-service training.
- To lead and manage support staff working within the allocated class to ensure maximum impact on children's learning.
- To contribute to the quality of provision for children during breaktimes and out-of-school activities.
- To carry out safeguarding responsibilities in line with the partnership policy and the most recent publication of Keeping Children Safe in Education, logging behaviour incidents and concerns using CPOMS (Child Protection Online Management System).
- To attend to children's personal needs, including social and health training, hygiene and basic first aid (this may include administration of medicines by agreement and subject to any appropriate training being provided).
- To be flexible in working arrangements in order to best meet the needs of children across the partnership.
- Communicate effectively with parents and carers about their children's learning and wellbeing.
- To lead a curriculum area (or areas) managing maintenance of provision and leading improvement as appropriate. (if not an ECT)

## **Resources, Supervision and Support**

This post will carry an entitlement to 10% Planning, Preparation and Assessment time and appropriate non-contact time for curriculum leadership activities. An ECT would be provided with a mentor and additional non-contact time.

The postholder would be entitled to, and expected to take part in an appraisal with the necessary review and support.

Teachers are expected to work effectively as part of a team to develop and implement the curriculum and ensure on-going partnership development.

## **Responsibilities**

The postholder must exercise responsibility for the welfare and safety of children at all times, intervening where necessary to ensure safe and proper conduct. The postholder must carry out safeguarding duties in line with the partnership policy and the most recent publication of Keeping Children Safe in Education.

Teachers are responsible for maintaining effective communication with parents and carers this includes the completion of statutory reporting and SEN paperwork.

The teacher may exercise delegated discretion over rewards and sanctions in line with the behaviour policy.

## **Physical Effort**

Occasional lifting may be required to move equipment and resources but is not a significant factor.

## **Working Environment**

Most activities will be undertaken within school premises. The postholder may exceptionally be required to attend to children who have sickness or toileting problems. Some anti-social behaviour by pupils may be experienced.

## **Standards and quality assurance**

- Support the aims and values of the school.
- Set a good example in terms of dress, punctuality and attendance.
- Attend, support and participate in open evenings and children's performances.
- Uphold the school's policies and procedures
- Actively participate in staff training and implementation of initiatives
- Engage fully with team and staff meetings.

## **Special Notes Or Conditions**

The postholder will be subject to an enhanced DBS suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared.

The postholder has a responsibility to promote and safeguard the safety and welfare of children in accordance with the school's child protection policies and behaviour management policy.

The postholder must be aware of and respond to any health and safety issues and inform the School Business Manager of these.

The post holder is expected to meet the requirements of The Teacher Standards.

## **Review**

The job description sets out the principal responsibilities of the post but does not describe each of the tasks that it may be necessary to carry out. The job description may be reviewed from time to time in consultation with the postholder in order to address changing circumstances or priorities within the school.

**Signed:** \_\_\_\_\_ **( Postholder) Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **(Headteacher) Date:** \_\_\_\_\_