



FENISCOWLES PRIMARY SCHOOL
'STRIVING FOR EXCELLENCE'



TEACHER
JOB DESCRIPTION

The professional duties of teachers are set out in the School Teachers Pay & Conditions Document and describe the duties required of all teachers. In addition, the specific requirements of the post of classroom teachers, along with the particular duties expected of the post holder have been set out below:

Job Title: Teacher

Primary purpose of this job:

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and to support designated curriculum areas as appropriate.
- To monitor and support the overall progress and development of pupils as a teacher.
- To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential.
- To contribute to raising standards of pupil attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

Main Duties and Responsibilities / Accountabilities

Teaching

- To teach pupils according to their educational needs, including the setting and marking of work to be carried out by the pupils.
- To ensure a high quality learning experience for pupils.
- To ensure that you have greater depth understanding of the national curriculum.
- To ensure that the relevant Key Stage curriculum is planned progressively and comprehensively.
- To assess record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required.
- To provide or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To prepare and update teaching materials as required to ensure a quality learning experience for all pupils.
- To use a variety of delivery methods which will stimulate learning appropriate to pupil needs and demands of the curriculum.
- To maintain discipline in accordance with the school's procedures and to encourage good practice with regard to punctuality, behaviour, uniform, standards of work and homework.
- To mark, assess and give written/verbal feedback as required.
- To set appropriate targets for pupils in line with school policy and procedure as required.
- To ensure the effective/efficient deployment of classroom support.

Professional Role

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.

- To engage actively in the school's appraisal process.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.
- Staying up to date with changes and developments in the structure of the curriculum.

Safeguarding

- To safeguard children in line with the school's policy.
- Staying up to date with safeguarding developments and participate in training as required.
- Under the direction, and with the support of the Dedicated Safeguarding Lead, be 'Professionally Curious' with families to identify unmet needs and secure early help.
- To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate.

Quality Assurance

- To contribute to the process of monitoring and evaluation of the curriculum in line with agreed school procedures including evaluation against quality standards and performance criteria.
- To seek / implement modification and improvement where required.
- To review methods of teaching and programmes of work as requested.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

Information Management

- To maintain appropriate records and to provide relevant accurate and up to date information for Management Information Systems, registers, target setting, tracking data etc.
- To complete the relevant documentation to assist in the tracking of pupils.
- To track pupil progress and use information to inform teaching and learning.

Leadership

- To lead a specific subject area or areas by keeping up to date with current educational practice and implementing new initiatives in the school under the direction of the Senior Leadership Team. (Not ECT)
- To ensure that the subject area is adequately resourced.
- To prepare a subject action plan and manage an allocated budget.
- To analyse the attainment data for the subject area and report back to the Senior Leadership Team with areas for development and strategies to address these.

Communication

- To communicate effectively with the parents of pupils as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.

Marketing and Liaison

- To take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review Days, PTA events and liaison events with partner schools.
- To contribute to the development of effective subject links with external agencies.

Management of Resources

- To contribute to the process of the ordering and allocation of equipment and materials as required.
- To assist subject leaders to identify resource needs and to contribute to the efficient / effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school and the students.
- Organising the classroom and learning resources to create a positive learning environment.

Other Duties

- To undertake any other reasonable duties as specified by the Head Teacher not mentioned in the above.