

JOB DESCRIPTION

LEA West Sussex County Council

SCHOOL North Heath Community Primary School

JOB TITLE Teacher - Main Pay Scale

JOB PURPOSE To carry out the duties of a teacher as set out in the current School Teachers Pay/Conditions document.

The education and welfare of a designated class of children in accordance with the requirements of Conditions of Employment of School Teachers, having due regard to the requirements of the National Curriculum, the school's aims and the policies of the Governing Body. To share in corporate responsibility for the development, well being and discipline of all pupils.

RESPONSIBLE TO Headteacher, Governors, LEA & SLT

Key Accountabilities and Tasks

1. The Education of a Class of Pupils

- to implement school aims as outlined in the school brochure and the teaching and learning policy as it is developed
- to work with colleagues to plan tasks to meet the individual needs of the children and prepare resources and equipment.
- to mark work, maintain records as agreed by the school and ensure that pupils receive regular feedback on their tasks
- to monitor and assess pupils progress throughout the year
- to complete pupil reports for parents as agreed by the school and as legally required
- to take part in assessment arrangements agreed by the school and as legally required
- to liaise regularly with parents, reporting formally at least twice yearly and in writing annually about their child's achievement, learning and progress
- to inform SLT of the progress of all pupils within the class
- to liaise with teachers, school staff and other schools as necessary
- to take responsibility for the work of teaching assistants within your room as well as any volunteer helpers
- organise the classroom to provide an attractive and purposeful working environment
- arrange attractive displays of work in the classroom and around the school (as required)
- maintain good order and discipline within the school environment, participating in the supervision of pupils at work and at play and be included in duty rotas
- adhere to policies and Codes of Practice as required by the Governing Body, LEA and DFE.
- complete routine procedures for registration
- undertake educational visits which support the activity/delivery of the National Curriculum

2. Safeguarding

- to recognise the important role teachers play in Safeguarding and Child Protection
- attend and contribute to Safeguarding training at least annually
- be responsible for reading relevant paperwork such as KCSiE and WTtSC
- keep up to date with safeguarding expectations
- liaise, where necessary, with other professional bodies in the best interests of the children
- be alert to signs of abuse, the behaviour of other professionals and report as necessary
- to follow policies and guidance within the school

3. Accountability for subject responsibility and to fulfil the SDP and any related matters

- to work on school policy in agreed subject/s
- to ensure that school policy follows legal requirements and is written and reviewed
- to assist in monitoring the quality of learning in subjects agreed.
- to keep up to date in issues related to these subjects
- to work alongside staff (when appropriate) in these subjects /aspects enabling their development throughout the school
- to meet with colleagues to discuss approach and to help plan work
- to identify staff training needs in these subjects and to advise staff, the head and the INSET co-ordinator accordingly
- in consultation with Headteacher, SLT and staff, provide up-to-date, useful guidelines, expectations and schemes of work for teachers, with reference to the National Curriculum and DFE guidance
- to lead INSET where appropriate
- to liaise with teachers in other schools
- to inform others - parents, and governors of work in school in these subject areas
- organise and teach as appropriate and maintain necessary records/timetable
- Maintain, assess, resource, budget, monitor and report on progress, standards and attainment of all pupils within the areas /subjects delegated
- to be responsible for making an inventory and for ensuring the safe keeping and easy retrieval of resources for the coordinated/curriculum group role
- to make an annual submission to the H/T as to the replacement and/or additional resources required and request additional stock as and when necessary within the agreed Budget allocation

4. Professional Development

- to take part in negotiating personal professional target setting which is reviewed each year
- to take part in the Performance Management system in school, recognising that the importance of this system
- to attend and contribute to staff meetings as appropriate
- to attend any relevant training sessions identified by SLT
- to recognise the importance of being

5. Whole School Responsibility

- Work as part of an effective team
- maintain discipline as well as encouraging and enabling positive pupil behaviour in class and around the school
- Attend staff meetings, Open Evenings and other events that support the school and your colleagues
- Liaise, where appropriate, with the PTA so that the school is supported and events run smoothly and effectively
- To use CPOMs effectively to report incidents and concerns as well as informing parents