



Highfields Primary School **Teacher Job Description**

Date of Post Description

Date of Next Review

Post Class teacher

- To carry out, under the reasonable direction of the headteacher, the appropriate duties of a teacher which are set out in the School Teacher's Pay and conditions document or as it may be amended from time to time.

Specific Responsibilities for a Class

Knowledge and Understanding

- To have good knowledge and understanding of the requirements and implications of the NC, RE and Foundation Stage and have the relevant subject knowledge to ensure breadth of study.
- To have an awareness of factors effecting children's learning.
- To have a sound working knowledge of ICT and use it to support their work.

Planning, Teaching and Class Management

- To be able to plan effectively using long/medium/short term plans that set clear objectives that are understood and are appropriate and challenging.
- To set clear targets for pupils that build on prior attainment.
- To be able to utilise a range of teaching methods that enable all pupils, including those with SEN, to learn effectively and attain high standards, and promote their spiritual, moral, social and cultural development.
- To set high expectations for pupil's behaviour, and use a variety of strategies to support the schools corporate aim.
- To be able to establish and maintain a purposeful working atmosphere in which pupils feel secure and confident.
- To make use of appropriate resources to support teaching.
- To set homework tasks, that are appropriate and relate to work in progress.

Monitoring, Assessment, Recording, Reporting and Accountability

- To use a variety of techniques to monitor and evaluate pupil's learning and use the information gained to inform future planning.
- To promote positive relationships with parents/carers, governors and the community, informing them of relevant pupil progress.
- To be familiar with the requirements of statutory assessment and reporting requirements.
- To play an active role in collecting and interpreting data and to be aware how national, local, comparative and school data can be used to set clear targets for pupil's achievements.

Other Professional Requirements

- To maximise teaching and class management time effectively.
- To set a good example to pupils, through their presentation and their personal and professional conduct.
- To take responsibility for their own professional development and to keep up to date with research and developments in pedagogy and in the subjects they teach.
- To understand the professional responsibilities in relation to school policies and practices including those concerned with pastoral and personal safety matters.
- To liaise effectively with parents/carers, governors and with agencies with responsibility for pupils' education and welfare.
- To work as a member of a team.

Specific Subject Leaders Responsibilities

(It is appreciated that if an NQT the following responsibilities do not apply. However all teachers work collaboratively and any contribution is greatly appreciated. NQTs are actively encouraged to play a part in all school activities)

- To provide leadership, support and advice to colleagues, acknowledging and utilising the experience and contributions of others.
- To be able to communicate, negotiate and consult with a variety of audiences in order to promote their subject.
- To be able to prioritise and manage their own time effectively, particularly in relation to balancing the demands made by teaching and subject management.
- To make active contributions to the SDP in relation to their nominated subject
- To audit and utilise curriculum budgets in order to maintain suitable resources relevant to their subject.
- To monitor the delivery of their subject.
- To be able to contribute to the professional development of other staff.
- To have enthusiasm for their subject which motivates and supports other staff and encourages a shared understanding of the contribution their subject can make to all aspects of pupils' lives.
- To help colleagues create a whole school approach to promoting their subject through providing stimulating learning environment for the teaching and learning.

This job description may be amended at anytime, according to the changing priorities of the school as identified within the school's strategic plan and in consultation with the post holder.

Signed

Post Holder

Date

Team Leader

Date