Heygarth Primary School
Main Scale Teacher
Job Description

General

Contribute to the development of the school with an emphasis on aspiration and attainment, delivered through strong classroom practice. All staff will demonstrate those requirements which characterise effective schools – a commitment to education, to the needs and rights of all pupils and to the development of the school's community, with strong, mutually supportive relationships with parents, partner schools and the broader community. The school's ethos will be that of achievement, aspiration, commitment, good citizenship and enjoyment.

Purpose of the job

To teach designated pupils and to undertake associated pastoral and administrative duties as well as other general responsibilities in the school as agreed with the Headteacher.

Responsible to:

The Headteacher and in her absence other designated member of staff.

Employment Duties

- To be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of teachers' duties set out in that document.
- To keep up to date with all areas of the curriculum within the primary age-range and to support colleagues by sharing professional expertise and understanding.

Particular Responsibilities

- Plan, prepare and deliver instructional activities that facilitate active learning experiences;
- Develop lesson plans in the short and medium term;
- Establish and communicate clear objectives (Learning Questions) for all learning activities;
- Prepare stimulating, organised learning environment at all times;
- Provide a variety of learning materials and resources for use in educational activities;
- Identify and select different instructional resources and methods to meet pupils' varying needs;
- Instruct and monitor pupils in the use of learning materials and equipment;
- Use relevant technology to support instruction;
- Observe and evaluate pupils' performance and development;
- Assign and assess class work, homework, tests and assignments;
- Provide appropriate feedback on work in line with school policy;
- Encourage and monitor the progress of all pupils;

- Maintain accurate and complete records of pupils' progress and development;
- Update all necessary records accurately and completely as required by laws, district policies and school regulations;
- Prepare required reports on pupils and activities;
- Manage pupil behaviour in the classroom by establishing and enforcing rules and procedures;
- Maintain discipline in accordance with the rules and positive behaviour management systems of the school;
- Apply appropriate disciplinary measures where necessary;
- Perform certain pastoral duties including, but not limited, to pupil support, counselling pupils with academic problems and providing pupil encouragement;
- Participate in extra-curricular activities, such as social activities, sporting activities and after school clubs;
- Participate in year group / band and staff (Professional Development) meetings and parent meetings;
- Communicate necessary information regularly to pupils, colleagues and parents regarding pupil progress and pupil needs;
- Keep up to date with developments in subject areas, teaching resources and methods and make relevant changes to instructional plans and activities;
- To supervise the work of Teaching Assistant(s) relevant to the class.

Subject Leader Role

- To work with the Headteacher and the Core/Creative/Inclusion team to and advise on aims, policies and resource issues for an agreed area of the curriculum.
- To maintain an overview of the identified curriculum area of Subject Leader at Foundation Stage, Key Stage 1 and 2 and to advise colleagues accordingly.

KEY TASKS

Class Teacher Tasks

- Administrative duties – marking of registers;
- The planning of work matched to the individual needs of the children and within the school's agreed policy and schemes of work;
- The assessment and recording of pupil's achievements progress within the statutory requirements and those of the school's assessment policy.
- Contribution to meetings and discussions necessary to ensure the co-ordination of the work of the school as a whole.

Subject Leader Tasks

- Work co-operatively with the team responsible for Teaching and Learning (TLR team) in the planning, delivery and evaluation of the Subject Leader curriculum area.
- Contribute to decision making regarding best practice in terms of time tabling of the curriculum Subject Leader areas in each key stage.

- Support the school by keeping an overview of resources, keeping up to date with curriculum developments and developing the consultative aspect of the role. This may involve using curriculum days, staff meetings and in-service development.

General Expectations

The duties may be varied to meet changed circumstances in a manner compatible with the post held, at the reasonable direction of the Head teacher. This job description does not form part of the contract of employment. It describes the way in which the teacher is expected and required to perform and complete the particular duties as set out above.

Signed: ..... Teacher

Date: .....

Signed: ..... Headteacher

Date: .....