

Eltham Church of England Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

JOB DESCRIPTION

Title: TEACHER

Grade: Main Pay Scale

Hours: Full Time/Part Time (initially fixed term for one year)

Reports to: Headteacher

MAIN PURPOSE OF THE JOB

To carry out the professional duties of a teacher in accordance with the latest School Teachers' Pay and Conditions Document and the school's policies under the direction of the Head Teacher.

KEY RESPONSIBILITIES AND TASKS – PLANNING AND TEACHING

- Contribute to whole school planning and the development of the school curriculum
- To plan challenging and exciting continuous provision based on clear objectives with purposeful learning outcomes, following agreed themes
- To ensure pupils engage with their learning and pupils' expectations and achievements are high
- To set pupils clear targets for improvement that build on prior attainment
- To ensure that all groups of pupils have their learning needs met
- To ensure teaching is clear, effectively communicated and lessons are appropriately structured
- To evaluate and reflect on practice critically to improve effectiveness
- To develop independent learners with good learning attitudes and behaviours
- To ensure the effective and efficient deployment of classroom support
- To develop opportunities for learning outside of the classroom and involving parents in their children's education

KEY RESPONSIBILITIES AND TASKS – CLASSROOM MANAGEMENT

- To maintain a well organised learning environment that immerses children in the curriculum
- To maintain good discipline in accordance with the school's behaviour principles policy
- Promote the general well-being of pupils and ensure that social and emotional aspects of learning are effective
- To provide good pastoral support for pupils

KEY RESPONSIBILITIES AND TASKS – MONITORING, ASSESSMENT, RECORDING AND REPORTING

- To mark and monitor pupils' work following the school's marking policy
- Assess, track and record pupils' progress in line with the school's policy
- Ensure pupil results and test scores are entered appropriately onto the school's data base
- Ensure reporting policies and procedures are followed

Teachers are expected to meet the Teachers' Standards [May 2012] annually and participate fully in the school's Appraisal Policy. Teachers are expected to follow all agreed school policies, promote the ethos of the school and keep abreast with current developments in primary education. Teachers are expected to participate positively in meetings and take personal responsibility for their own professional development.

This job description can be amended at anytime following discussion between the Head Teacher and the member of staff.