



## ELMGROVE PRIMARY SCHOOL AND NURSERY

### JOB DESCRIPTION – TEACHER

#### **Pay Grade – Main Grade**

This appointment is subject to the current conditions of employment of teachers contained in the School Teachers' Pay and Conditions Document, the required standards for Qualified Teacher Status, other current legislation and the school's articles of government.

*This job description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed annually.*

#### **AREAS OF RESPONSIBILITY AND KEY TASKS**

##### **A PLANNING, TEACHING AND CLASS MANAGEMENT, TO:**

Teach allocated pupils by planning their teaching to achieve progression of learning through:

- ❖ identifying clear teaching objectives and specifying how they will be taught and assessed;
- ❖ setting tasks which challenge pupils and ensure high levels of interest;
- ❖ setting appropriately demanding expectations;
- ❖ setting clear targets, building on prior achievement;
- ❖ identifying pupils with special educational needs or who are gifted, talented or particularly able;
- ❖ providing clear structures for lessons maintaining pace, motivation and challenge;
- ❖ making effective use of assessment and ensuring coverage of programmes of study;
- ❖ ensuring effective teaching and making best use of available time;
- ❖ monitoring and intervening to ensure sound learning and discipline;
- ❖ using a variety of teaching strategies to:
  - match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
  - use planned adult intervention, play and talk as a vehicle for learning
  - use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
  - select appropriate learning resources and develop study skills through the use of first hand experience, primary and secondary sources, including computing;
- ❖ ensuring that pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- ❖ encouraging pupils to think and talk about their learning, develop self control and independence, concentrate and persevere, and listen attentively;
- ❖ managing other adults in the classroom including volunteers and students;
- ❖ evaluating own teaching critically to improve effectiveness.

##### **B MONITORING, ASSESSMENT AND RECORDING AND REPORTING – TO:**

- ❖ assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- ❖ mark and monitor pupils' work and set targets for progress;

- ❖ assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving;
- ❖ prepare and present informative written and oral reports to parents and others.

C OTHER PROFESSIONAL REQUIREMENTS - TO:

- ❖ have a working knowledge of the teachers' professional duties and legal liabilities;
- ❖ operate at all times within the stated policies and practices of the school having particular regard to equality of opportunity and health and safety;
- ❖ establish effective working relationships with colleagues and set a good example through presentation and personal and professional conduct;
- ❖ endeavour to give every child the opportunity to reach their potential and meet high expectations;
- ❖ contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school;
- ❖ take responsibility for their own professional development and duties in relation to school policies and practices;
- ❖ liaise effectively with parents and governors;
- ❖ take on any additional responsibilities which might from time to time be determined.
- ❖ to report all causes for concern to the Designated Child Protection Officer or Health and Safety Officer as appropriate.

Everyone who works at Elmgrove Primary School and Nursery has the responsibility for promoting the child protection, safeguarding, health and safety and welfare of children.

All staff should be aware of and comply with the School's and Local Authority's rules and policies relating to equal opportunities, child protection, safeguarding and health and safety.

Signed Employee: \_\_\_\_\_ Dated: \_\_\_\_\_

Name: \_\_\_\_\_

Signed Headteacher: \_\_\_\_\_ Sarah Neary

Dated: \_\_\_\_\_