

## Introduction

**Name of Postholder:**

**Job Title:** Teacher – Temporary to cover Maternity Leave

**Job Purpose:** Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Condition Document

**Line Management:** Reporting to Key Stage Manager  
Responsible for – no line management responsibility

**Liaising with:** Headteacher, Senior Leadership Team, teachers, support staff, parents, Governing Body and external agencies

**Salary Scale:** Classroom Teachers' Pay Scale (see annual salary statement)

**Working Time:** As specified within the School Teachers' Pay and Conditions Document

**DBS Disclosure Level:** Enhanced

## CURRICULUM PLANNING AND PROVISION

- Help develop and maintain a curriculum in line with the National Curriculum school policy to meet the needs of individual children within your class
- Work with other members of staff to ensure that the extremes of the ability range are catered for within the curriculum
- Monitor and evaluate the curriculum offered and review appropriate planning, assessment, record keeping and reporting procedures, as and when requested
- Under the direction and guidance of the Senior Leadership Team and Middle Management Team, actively contribute to and support the development of the curriculum and areas of policy development
- Ensure efficient use and maintenance of all material teaching resources within your classroom area and working environment and to see that available resources are used efficiently to support the curriculum

## TEACHING AND LEARNING

- Produce coherent lesson plans which ensure continuity and progression, taking account of the individual needs of pupils and encourage the development of independent learners
- Employ a range of suitable teaching and learning strategies and styles to ensure effective learning
- Present appropriately demanding subject content, skills and understanding in a clear and stimulating manner, thereby motivating and sustaining the interests of pupils and raising levels of attainment
- Develop, maintain and use resources appropriate to the chosen learning objectives
- Ensure the effective deployment of teaching assistant support in the classroom
- Analyse and evaluate children's learning to inform future planning and teaching and learning activities
- Create and maintain an orderly, safe, stimulating and informative classroom environment
- Set pupil targets, assess progress and maintain records in line with school policy

## PASTORAL CARE

- Develop positive relationships with all children based on their achievements and promote their general progress and well-being and participation in all aspects of school life.
- Maintain a positive approach to child management, supporting the school's policies relating to attendance, punctuality and behaviour.
- Alert the line manager or senior manager of any more complex problems experienced by pupils as appropriate, making recommendations as to how they may be resolved
- Ensure that the school's Code of Conduct is implemented in line with the school's policy

- Maintain a system of rewards and sanctions which is understood and appreciated by all concerned, in line with the agreed policy
- Ensure the orderly commencement and end of day session times, assemblies, break times etc. having due regard for the health and safety of pupils and others

## **PARENTAL INVOLVEMENT AND PARTNERSHIP WORKING**

- Encourage the involvement of parents in the education of their children and respond promptly to queries and concerns
- Uphold the school's well established links with the local community

## **PERFORMANCE MANAGEMENT AND PROFESSIONAL DEVELOPMENT**

- Take a shared responsibility for your own continuing professional development by participation in a range of appropriate professional development opportunities
- Ensure that colleagues receive information and feedback on professional development activities undertaken

### **SIGNATURES**

This job description is current at the date below but will be reviewed on an annual basis and following consultations with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed .....

Signed .....

Dated.....

Dated .....

(Teacher)

(Headteacher)