

Holy Trinity CE Primary School

Job Description – Teacher

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| Job Title: | Year 3 Teacher |
| Salary Scale: | M2 |
| Date of taking up current responsibilities: | |
| School/Service | Holy Trinity CE Primary School, Littleborough. |
| Accountable to: | Headteacher and SMT |
| Responsible for: | |
| Hours of duty: | 1265 hours per year. |
| Any special conditions of service: | <p>The post holder will be required to attend occasional evening and weekend meetings.</p> <p>The ability to converse at ease with customers and service users and provide advice in accurate spoken English is an essential requirement of this post.</p> |
| CRB Disclosure Level: | Enhanced |

This school/service is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Organisational Chart :-

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| Headteacher |
| Deputy Headteacher |
| Head of Curriculum |
| Key Stage Coordinators |
| Class Teachers |
| Teaching Assistants |

Job descriptions will be reviewed, in consultation with the post holder, at least annually or whenever there may be a significant change to the role of the job holder. It is not a comprehensive or exclusive list and it cannot anticipate future service demands.

PURPOSE AND OBJECTIVES OF THE JOB.

To effectively teach a class or classes as designated by the Senior Management team. To work within a team of staff. To develop teaching and learning opportunities for the pupils taught and to make a difference/impact on the school.

Provide the Senior Management Team with relevant subject, curriculum area or pupil performance information as requested.

CONTROL OF RESOURCES.

Personnel – To be responsible for the direction, support and motivation of self and any staff under post holders control e.g. Teaching Assistants.

Financial – To work in accordance with financial regulations and procedures of the school.

Equipment and Materials – To be responsible for the safe use and maintenance of materials for class teaching and/or Subject Leadership as applicable. To adhere to the school rules and regulations relating to the use of ICT, e-mail and intranet/internet access.

Health/Safety/Welfare – responsible for the health, safety and welfare of self and colleagues in accordance with school's Health and Safety policies, procedures and current legislation.

Equality and Diversity – To work in accordance with the LA's policy relating to the promotion of equality and diversity.

Training and Development – The post holder will be responsible for assisting in the identification and undertaking of his or her own training and development requirements in accordance with the school's Performance Management framework. To attend whole school staff meetings, Key Stage meetings and In Service Training as required to fulfil the duties of the role and comply with the statutory hours of a class teacher.

Relationships (Internal and External.) –

Internal: 1. Teaching and support staff within school.

2. Users of the school/visitors to school.

3. Voluntary helpers/students including work experience placements.

4. Pupils.

External: 1. Parents and Carers.

2. Staff in other schools and within the LA.

RESPONSIBILITIES AND PRINCIPAL DUTIES.

- Provide planning and teaching that is well matched for pupils including those with Special Educational Needs, ensuring their safety and access to learning activities and ensuring progress.
- Establish good working relationships with pupils, parents/carers and with support staff.
- Contribute to whole school planning and curriculum and development/improvement.
- Monitor pupil standards and achievement against pupil, class and whole school targets.
- To be accountable for the learning outcomes and progress of pupils in relationship to the school's Assessment and Pay Progression Policies.
- Monitor standards of pupil behaviour and ensure school discipline policies are implemented and to address any under performance by action planning.
- Plan and implement strategies where improvement needs are identified.
- To create an inspiring and stimulating classroom environment and/or relevant displays around the school building.
- Provide verbal and written feedback to pupils and parents/carers in relation to progress and achievement and next steps for learning.
- Deliver training or coaching support as appropriate for other staff.
- To attend courses and staff meetings, in line with hours of duty, as needed for the role.

SECONDARY DUTIES.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

To undertake such other duties and responsibilities of an equivalent nature, particularly in response to the changing role of school, as may be determined by the school or nominated representative from time to time in consultation with the post holder and, if he or she wishes with his or her Trade Union representative (or nominated representative.)

Job Description prepared by: _____ Date: _____

Agreed by Post holder: _____ Date: _____