## GILNOW PRIMARY SCHOOL

## ‘BELIEVE, ACHIEVE, GROW’

## Teaching Staff

**Job Description**

**Purpose of the Job:**

* To uphold the vision of Gilnow Primary School, following all policies and guidance as required.
* To take responsibility for the organisation and management of a class.
* To provide effective teaching and learning and contribute to raising standards within the school.

# Salary:

The post holder will be paid on the appropriate point of the main scale according to the outcomes of annual appraisal.

# Line of Responsibility:

All teachers are directly responsible to the Head Teacher.

# Job Content:

## Strategic Purpose

The basic duties are outlined in the latest School Teachers’ Pay and Conditions Document. The post holder will maintain a good understanding of whole school curriculum, assessment, safeguarding and pastoral policies.

## Core Responsibilities:

**Teaching**

* Plan from the school curriculum medium term plans that are reflective of the National Curriculum 2014 requirements.
* Teach clearly structured lessons or sequences of work, which interest and motivate all learners and in which:
  + Individual needs and abilities are taken into account
  + Learning intentions are made clear to learners
  + Interactive teaching methods and collaborative group work are employed
  + Active and independent learning is promoted that enables learners to think for themselves and to plan and manage their own learning.
* Be fully aware of individual prior levels of attainment and use this information to plan differentiated tasks and set accurate targets
* Set challenging teaching and learning intentions, which are relevant to and based on knowledge of all learners and take account of:
  + Their learning needs and abilities.
  + Evidence of their past and current achievement.
  + The expected standards for learners of the relevant age range.
  + The range and content of work relevant to that phase.
* Set appropriate and challenging work for all learners through effective differentiation and effective deployment of support staff.
* Identify and work appropriately with learners with SEND, EAL and those who are more able.
* Use ICT effectively in teaching.
* Monitor and assess during lessons, giving immediate and constructive feedback, which supports learners, requiring them to reflect on, evaluate and improve their own performance.
* Establish a purposeful learning environment in which diversity is valued and where all learners feel secure and confident.
* Establish a clear framework for classroom discipline and strategies for recognising, encouraging and rewarding good behaviour in order to anticipate and manage behaviour appropriately and to promote self-control and independence in line with the school behaviour policy and procedures.
* Ensure punctuality, promote good attendance and establish a purposeful working atmosphere during all learning activities.
* Maintain excellent classroom management with due regard to health and safety policies.
* Demonstrate commitment to personal professional development by evaluating your own practice and learning from the effective practice of others.
* Call on the support and guidance of colleagues, specialist teachers and other professionals in order to maximise effective teaching and learning.
* Engage fully in all appraisal procedures as required.

**Assessment, Recording & Reporting**

* Make appropriate use of a range of monitoring and assessment strategies to evaluate progress towards planned learning intentions and use this information to inform planning and teaching.
* Keep detailed assessment records according to school policy.
* Mark all work set, including any homework, within an agreed and reasonable time.
* Use the school marking scheme at all times as detailed in the marking policy.
* Carry out assessment programmes and procedures, as agreed by the school.
* Monitor and set targets to support the academic progress of all learners in the class.
* Complete learner reports in line with school policy, lead parents’ evenings as required and keep parents and carers informed on a regular basis.

**Pastoral Work**

* Endeavour to build up excellent, professional relationships with all learners, so that they will look to the teacher for support and advice.
* Expect high standards of behaviour and conduct at all times.
* Report issues of any concern to the appropriate member of the middle or senior leadership team.
* Maintain an accurate register of attendance and do everything reasonable to encourage good attendance and punctuality in line with school policy.
* Promote and safeguard the welfare of learners in the school in line with school policy.

**Appraisal**

All teachers are part of the school appraisal scheme. The post holder will have a line manager who will set agreed targets for the year. The line manager will monitor & review performance including classroom teaching. The school will support the continuing professional development of all staff to ensure that their expertise is being kept up-to-date.

The post holder will be expected to:

* Attend and contribute to team and full staff meetings.
* In relation to the school improvement plan, contribute towards the set targets.
* Maintain a professional interest in educational initiatives and developments.

**Additional duties and responsibilities**

* Further duties and responsibilities may from time to time arise as required by the Head Teacher.

# Conditions of Employment

* The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
* The post holder is required to support and encourage the school ethos and objectives, policies and procedures as agreed by the Governing Body.
* To uphold the school policy in respect of child protection and safeguarding matters.
* The post holder will be subject to all relevant statutory requirements as detailed in the most recent School Teachers’ Pay & Conditions Document.
* Provision is made for planning, preparation & assessment (PPA) time, in accordance with the requirement for all teachers at a school with timetabled teaching commitments to hold a contractual entitlement to PPA time within the timetabled teaching day.
* The amount of PPA time will be set as a minimum of 10% of timetabled teaching time as part of the 1265 guidance.
* This job description is not necessarily a comprehensive definition of the post. It will be reviewed in line with government guidance and it may be subject to modification at any time after consultation with the post holder.

Agreed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Teacher)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Head Teacher)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_