

## JOB DESCRIPTION

<b>SCHOOL:</b>	Clarendon Road Primary School
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### JOB DETAILS:

**Job Title:** Main Scale Teacher

**Grade:** Main Scale

**Directly responsible to:** The Headteacher (Deputy Headteacher) and the Interim Executive Board

**Directly responsible for:**

**Hours of Duty:** 1265 hours per year

***The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

#### **Primary purpose of the job:**

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for all learners in your care.
- To monitor and support the overall progress and development of learners as a teacher.
- To facilitate and encourage learning experiences which provide learners with the opportunity to achieve their potential and to contribute to raising standards of their attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
- Maintain the positive ethos and core values of the school, both inside and outside the classroom;
- Ensure that the current national conditions of employment for school teachers are met through following the core standards for teachers.

### RESPONSIBILITIES

#### ***Teaching and Learning:***

- To ensure curriculum coverage, continuity and progression for all learners through planning, setting and marking of appropriate work.
- To ensure effective development of learners' ICT, Literacy and Numeracy skills throughout your teaching.
- To evaluate your teaching and use this analysis to identify effective practice for implementing a variety of teaching strategies and areas for your own professional improvement.
- To maintain discipline in accordance with the school procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To establish and implement school policies and practices for assessing, recording and reporting on learners' achievement and for using this information to recognise progress in report writing and record keeping.
- To ensure that information about learners' achievements in previous classes is used for valued further progress.
- To set expectations and clear targets for support staff and learners in relation to the standards and needs of the learners' and evaluate progress, achievement and the next steps for further progress to be made.

**Leadership:**

- To establish constructive working relationships among staff with whom you work, through team working relations and mutual support; evaluating practice and developing an acceptance of accountability.
- To sustain one's own motivation and, where possible that of other staff, through having positive attitudes and an understanding of the ethos, aims and values of the school.
- To lead school professional development through example, training and support to all the school staff.
- To ensure that the Headteacher, Senior Leadership Team and Governors are well informed about the latest educational thinking on curriculum delivery, developments, expectations and standards both nationally and in school in your subject.

**Effective use of Resources**

- To establish resource needs and advise the SLT of likely priorities for expenditure and allocate available resources with maximum efficiency to meet the objectives of the school and its plans.
- To ensure the effective, efficient management and organisation of learning resources, including the use of information and communication technology in your teaching, planning, research, assessment and record keeping.
- To maintain existing resources and explore opportunities to develop or incorporate new resources from a wider range of sources inside and outside the school.
- To support and discuss school policies at Governors and /or parents meetings when requested to do so. To contribute towards the enhancement and broadening of the schools present policies in parental and community involvement.
- To support and contribute to effective working relationships with teachers, parents, LA Officers and Advisors, at school, LA, national meetings, the media and the community generally; to be accountable to the Headteacher, the School Governors and the LA.

**General Duties and Other Responsibilities**

- This Job Description allocates duties and responsibilities, but does not direct the particular amount of time to be spent on carrying them out, although the duties listed will qualify for non contact time for Preparation, Planning and Assessment, in line with your teaching time (10%) and negotiated time for you to carry out your Teaching and Learning Responsibilities in line with the schools RAP and Improvement Plans.
- To work in accordance with 1988 Education Act, more recent legislation with particular reference to Health and Safety requirements and LA Policy and advice.
- To supervise and monitor learners' behaviour and conduct both in lessons and in the playground as part of the school duty of care, pastoral and welfare support.
- To be familiar with the Fire Drill and evacuation procedures and school medical routines and responsibilities.
- To report all accidents of children to senior staff and after consultation to parents when appropriate.
- To accompany a staff member and injured child, who requires urgent medical attention (if necessary).
- To support the school in meeting its legal requirements for worship.
- To liaise and maintain good relationships with parents, relatives, guardians or carers and to offer help and support as required.
- To be aware of child protection and safeguarding issues and the need for confidentiality and to identify to the class teacher and/or the named child protection colleague in school, concerns in respect of individual children.
- To take part in the school routines for Appraisal and Continuing Professional Learning and to be responsible for your own Professional Portfolio, in line with the Policies and Code of Practice for the School with regard to Appraisal, Career pathways, Recruitment and retention of staff, Staff Discipline and Pay.
- To attend staff meetings and other professional training as appropriate.
- Employees are expected to be courteous to colleagues and to provide a welcoming environment to visitors and telephone callers.
- A job description can never be fully descriptive and exhaustive of unforeseen changes or circumstances.
- It is expected that staff will, within reason, respond to unforeseen circumstances and emergencies as they arise, commensurate with their qualifications, experience and the situation.
- Any such further reasonable direction to you, not covered above, will be the responsibility of the Headteacher or their delegated authority.

**Review Arrangements:**

The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the council will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

**Date Job Description prepared/revised:**

**Prepared by:**

**Agreed by Postholder**

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