## Greenhill logoGreenhill Primary School

## Teaching Staff

**Job Description**

**Purpose of the Job:**

* To take responsibility for the organisation and management of an upper Key Stage 1 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

**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 & do everything possible 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
* The post holder may be required to perform any other reasonable tasks after consultation
* This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder
* All members of staff are required to participate in the school appraisal scheme

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

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

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

**Safeguarding:**

As an employee of Greenhill Primary School, you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.

**Equality Diversity and Inclusion:**

Greenhill Primary School is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect.

**Health and Safety:**

The post holder is responsible for Employees Duties as specified with the Schools Health and Safety Policies.