

St Nicolas CE Primary School
Job Description for Teacher



As a Church of England school, we ensure Christian values are at the heart of all we do in order to equip our children to make choices, discoveries and decisions for the future.

INTRODUCTION

This job description should be read in conjunction with the current School Teachers' Pay and Conditions document and the provisions of that document will apply to the post holder.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher and other Senior Managers, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

The job description will be reviewed at least annually and any changes will be subject to consultation. The school's Grievance Procedure will be used to resolve any dispute arising out of the job description. Other relevant policies may be the County Council's Stress at Work Policy and the Dignity at Work Policy.

GENERAL DUTIES

You will be expected to carry out the professional duties of a teacher as outlined in the School Teachers' Pay and Conditions document currently in operation, or any subsequent legislation.

TASKS AND DUTIES AS CLASS TEACHER

1. Planning
To plan and prepare courses, schemes of work and individual lessons, appropriate to the needs, interests, experience and existing knowledge of the children in the class.
2. Setting and supervising work
To teach a class, or classes, sets, groups or individual children, and to set tasks to be undertaken both at school and elsewhere, having regard for the requirements of the national curriculum
3. Marking and Recording
To mark and assess children's work as per school policy, and to record their development, progress and attainment, both at school and elsewhere having regard to the requirements of the national curriculum and to inform future planning and to ensure differentiation.
4. Curriculum Subject Leadership (from M2)
 - Lead a particular subject area throughout the school ensuring that there is progress, continuity and differentiation
 - Act as curriculum consultant as and when appropriate
 - Develop own professional role using the appropriate and expected levels of progression
5. Discipline and Relationships
To maintain good order, discipline and respect for others among children; to promote understanding of the school's rules and values; to safeguard health and safety; and to develop relationships with and between children conducive to optimum learning.

6. Communication with parents
To build and maintain co-operative relationships with parents, and to communicate with them on children's learning and progress, drawing attention to special skills and talents as well as to problems or difficulties
7. Environment
To maintain an attractive and stimulating learning environment.
8. Overall policy and review
To take part in whole-school reviews of policy and aims and in the revision of formulation of guidelines.
9. Reports
To provide or contribute to oral and written assessments, reports and references, both at school and elsewhere, relating to the development and learning of individual children and groups of children, having regard to the requirements of the national curriculum.
10. Review
To evaluate and review own teaching methods, materials and use of the School Curriculum and to make changes as appropriate.
11. Professional
To keep up to date with current educational thinking and practice both by study and by attendance at courses, workshops and meetings and to participate in national or local arrangements for appraisal of staff performance.
12. Equality policies
To help ensure that subject-matter and learning resources reflect County and school policies on race and gender equality and that the implications of these policies are borne in mind in relation to all tasks and duties listed in 1 - 11 - above.

Health & Safety

You have a responsibility under Health & Safety legislation to ensure that you:

- Take reasonable care for your own health & safety and that of others affected by what you do or do not do
- Co-operate on all issues involving health & safety
- Use work items provided for you correctly, in accordance with training and instruction given
- Do not interfere with or misuse anything provided for your health, safety or welfare
- Report any health & safety concerns to your manager as soon as practicable
- Complete risk assessments where appropriate and share with the staff involved and have it signed off by the Headteacher

Safeguarding

St Nicolas CE Primary School is committed to safeguarding our children. All staff must be dedicated to ensuring the safety and well-being of our children. The post-holder is responsible for ensuring that all child protection policies are adhered to, and any concerns are raised in accordance with these policies.

Other Professional Requirements

- Have a working knowledge of teachers' professional duties and legal liabilities
- Operate at all times within the stated policies and practices of the school
- Establish effective working relationships and set a good example through personal and professional conduct and presentation
- To give children the opportunity to reach their potential and meet high expectations
- Contribute to the life of the school through effective participation in meetings and management systems necessary to co-ordinate management of the school

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation. This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.