

## **Wood Farm Primary School**

### **Job Description: Teacher, Key Stage 1 or 2**

**Post:** Teacher, Main Scale

**Responsible to:** Head teacher, and to Key Stage Co-ordinator

#### **Duties**

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the head teacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

#### **Teaching and learning**

1. Carry out teaching duties in accordance with the school's policies, schemes of work and National Curriculum
2. Liaise with colleagues to deliver units of work in a collaborative way
3. Work with teaching assistants and the SENCO to secure the best possible provision for all pupils
4. Set targets for student attainment levels and plan and deliver teaching to enable pupils to reach them
5. Set work for students absent from school
6. Demonstrate good practice

#### **Assessing and reporting**

1. Record students' work
2. Maintain lesson evaluations
3. Mark and return work within agreed time span according to the school's marking policy, providing feedback and targets
4. Provide assessment reports to monitor student progress
5. Liaise with parents, attend consultation evenings and write an annual report to parents/carers for all pupils taught
6. Work within the Code of Practice relating to Special Educational Needs

#### **Whole school responsibilities**

1. Support and uphold all of the school's policies, including behaviour, discipline and bullying
2. Co-operate fully in the delivery of the school's health and safety policies
3. Participate fully in staff development activities
4. Manage other staff where appropriate, for example teaching assistants or other support staff working alongside you
5. Where appropriate undertake management responsibility for one or more named subjects or aspects within the school. If appropriate take responsibility for a purchasing budget (such as a budget for a curriculum subject) in accordance with the school's financial procedures

#### **Standards and quality assurance**

1. Support the aims and ethos of the school and all school policies, seeking at all times to put into practice the school's vision statement
2. Set a good example to members of the school community in terms of dress, punctuality and attendance
3. Attend and participate in a reasonable number of open evenings and pupil performances and school events during the year
4. Uphold the school's behaviour policy and pupil uniform regulations
5. Participate in staff training and staff Performance Management arrangements
6. Participate in school processes to monitor quality and effectiveness of provision
7. Attend team and staff meetings

#### **Other duties and responsibilities**

Carry out such other duties as are deemed reasonable, necessary and consistent with your role by the Headteacher and/or governors from time to time.