

Job Description For Temporary Classroom Teacher (Primary)

Post: Class Teacher (Maternity Cover)

School: Queensway Primary School

Responsible to: The Head Teacher



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 the Headteacher, or other Senior Leader if appropriate, 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.

This 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.

Knowledge and understanding

- Have a good knowledge of the Foundation Stage Curriculum and National Curriculum and other statutory requirements.
- Understand that quality teaching incorporates a wide range of teaching strategies that are designed to respond to a wide range of learning styles.

Planning and setting expectations

- To contribute to long term and medium term planning to ensure that the curriculum is broad, varied and relevant to the needs of the pupils.
- To set clear teaching and learning objectives that determine the content, lesson structures and sequences appropriate to the subject matter and the pupils being taught.
- Set appropriate yet challenging expectations for pupils' learning and motivation. Set clear next steps for pupils' learning, building on prior attainment.
- Identify pupils' abilities and those who have special educational needs; to know where to get help in order to give positive and targeted support. Implement and keep records on Individual Pupil Profiles.

Teaching and managing pupil learning

- Ensure effective teaching of whole classes, groups and individuals so that teaching objectives are met, momentum and challenge are maintained, and best use is made of teaching time.

- Use teaching methods and Assessment For Learning Strategies which keep pupils engaged, including stimulating pupils' intellectual curiosity, effective questioning and response, clear presentation and good use of resources.
- Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships.

Assessment and evaluation

- Evaluate how well learning objectives have been achieved and use this to determine objectives for future teaching, in accordance with the school's assessment policy.
- To mark pupils' work effectively (oral and written) using short, but clear, indications of what they have done well and what they need to improve - following the School's marking policy.
- To provide opportunities for pupil self-assessment and peer-assessment.

Relations with parents and wider community

- Promoting positive and professional relations with parents, carers and the wider community by encouraging a working partnership with the school.
- Prepare and present informative reports to parents.
- Provide opportunities to develop pupils' understanding by relating their learning to their experiences in and out of school.
- To liaise with other agencies responsible for pupils' learning, safeguarding and welfare.
- Uphold the school's reputation at all time by adhering to the School's Code of Conduct.

Managing own performance and development

- Take responsibility for your own professional development and to keep up to date with research and developments in learning for the subjects you teach.
- Understand the professional responsibilities in relation to school policies and practices.
- Make a thoughtful, active and positive contribution to staff meetings and INSET.
- Set the best example to the pupils you teach in your personal conduct.
- Evaluate you own teaching critically and use this to improve your effectiveness.

Managing and developing staff and other adults

- Establish respectful and effective working relationships with all staff.
- Provide detailed planning for support staff.

Managing resources

- Select and make good use of textbooks, ICT and other learning resources which enable teaching objectives to be met.
- Ensuring the safe use of all equipment at all times.

Well-Being

- Be aware of and comply with policies and procedures relating to safeguarding children, child protection, health, safety and security, confidentiality and data protection. Record and report all concerns to the schools designated Child Protection Officer, the Headteacher.