

THE LEGACY LEARNING TRUST

BRECKON HILL PRIMARY SCHOOL

Classroom Teacher Job Description

Post Title:	TEACHER
Purpose:	<ul style="list-style-type: none"> To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum that is adapted for pupils and to support as appropriate. To monitor and support the overall progress and development of pupils in your class. To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential. Be accountable for the attainment, progress and outcomes of pupils' you teach. To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
Reporting to:	Senior leaders and team leader.
Responsible for:	The provision of a full learning experience and support for pupils.
Liaising with:	Head/Deputy/Assistant Heads, teaching/support staff LA representative's external agencies and parents.
Working Time:	195 days per year. Full-time.
Salary/Grade:	MPS/UPS
Disclosure level	Enhanced
MAIN (CORE) DUTIES	
Operational/ Strategic Planning	<ul style="list-style-type: none"> To assist in the development of appropriate, resources, schemes of work, marking policies and teaching strategies. To contribute to development plans and implementation of them. To plan and prepare courses and lessons. To make cross-curricular links where appropriate. To contribute to the whole school's planning activities.
Curriculum Provision:	<ul style="list-style-type: none"> Deliver the curriculum as relevant to the age and ability group/subject/s that you teach. Be aware of pupils' capabilities, their prior knowledge and plan teaching and differentiate lessons and tasks.
Curriculum Development:	<ul style="list-style-type: none"> Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate.

<p><u>Staffing</u></p> <p>Staff Development:</p> <p>Recruitment/Deployment of Staff</p>	<ul style="list-style-type: none"> • To take part in the school's staff development programme by participating in arrangements for further training and professional development. • To continue personal development in the relevant areas including subject knowledge and teaching methods. • To engage actively in the Performance Management Review process. • To ensure the effective/efficient deployment of teaching assistants' support. • To work as a member of a designated team and to contribute positively to effective working relations within the school.
<p>Quality Assurance:</p>	<ul style="list-style-type: none"> • To help to implement school quality procedures and to adhere to those. • To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required. • To review from time to time methods of teaching and programmes of work. • To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
<p>Management Information:</p>	<ul style="list-style-type: none"> • To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc. • To complete the relevant documentation to assist in the tracking of pupils. • To track pupil progress and use information to inform teaching and learning.
<p>Communications:</p>	<ul style="list-style-type: none"> • To communicate effectively with the parents of pupils as appropriate. • Where appropriate, to communicate and co-operate with persons or bodies outside the school. • To follow agreed policies for communications in the school.
<p>Marketing and Liaison:</p>	<ul style="list-style-type: none"> • To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, Review days and liaison events with partner schools. • To contribute to the development of effective subject links with external agencies.
<p>Management of Resources:</p>	<ul style="list-style-type: none"> • To contribute to the process of the ordering and allocation of equipment and materials. • To identify resource needs and to contribute to the efficient/effective use of physical resources. • To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the pupils.

Pastoral System:	<ul style="list-style-type: none"> • To promote the general progress and well-being of individual pupils. • To register pupils, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life. • To evaluate and monitor the progress of pupils and keep up-to date records as may be required. • To contribute to the preparation of Action Plans and progress plans and other reports. • To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved. • To communicate as appropriate, with the parents and with persons or bodies outside the school concerned with the welfare of individual pupils, after consultation with the appropriate staff. • To apply the Behaviour management systems so that effective learning can take place.
Teaching:	<ul style="list-style-type: none"> • To have high expectations of self and pupils to ensure the best outcomes for all. • To teach, pupils according to their educational needs, including the setting and marking of work. • To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required. • To provide, or contribute to, oral and written assessments, reports. • To ensure good subject knowledge to ensure a high-quality learning experience for pupils which meets internal and external quality standards. • To plan well-structured lessons which meet the needs of pupils. • Be able to adapt lessons to meet the needs of all learners including those with a SEND, EAL, medical need. • To use a variety of delivery methods which will stimulate learning appropriate to pupil needs and demands of the curriculum. • To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework. • To undertake assessment of pupils as required. • To mark and assess and give written/verbal and diagnostic feedback as required. • Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English. • Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment. • Make accurate and productive use of assessment to secure pupils' progress. • If teaching early reading, demonstrate a clear understanding of appropriate teaching strategies e.g., systematic synthetic phonics.

Other Specific Duties:

- To play a full part in the life of the school community, to support its distinctive vision and ethos and to encourage staff and pupils to follow this example.
- To support the school in meeting its legal requirements for worship.
- To promote actively the school's corporate policies.
- To continue personal development as agreed.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by STPCB not mentioned in the above.

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.

Employees are expected to be courteous to colleagues and pupils and to provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.