



KINGSFIELD PRIMARY SCHOOL

JOB DESCRIPTION

Teacher

Responsible to: Headteacher
Deputy Headteacher
Team Leader

Responsible for: Allocated Support Staff
Subject area to be negotiated

At Kingsfield Primary School, class teachers are mutually supportive and work according to school policies under the direction of the Headteacher. Each class teacher is given responsibility for an identified group of pupils. Every member of staff in the school is responsible for promoting and safeguarding the welfare of pupils that (s)he is responsible for or comes into contact with.

The job is divided into several aspects.

1. Teaching and Learning

- To plan and prepare schemes of work and teaching materials, or to make appropriate adaptations to schemes of work/teaching materials and to complete medium and short term planning documentation, including evaluation of lessons.
- Plan, often in collaboration with colleagues, to ensure coverage, continuity and progression.
- To be aware of the individual needs of the pupils and to match activities and situations to meet these needs by ensuring that the planned curriculum is differentiated according to the needs of pupils in your class.
- Promote the emotional, intellectual, physical, personal and social development of individual pupils and provide guidance and advice to pupils and their parents/guardians on educational and relevant social matters. Plan opportunities to contribute to pupils' spiritual, moral and cultural development.
- Have regard to the Code of Practice to plan I.E.P's to meet the needs of pupils with special educational needs, liaising with the special needs co-ordinator and other agencies as necessary.
- To organise, manage and develop a stimulating teaching/learning environment that provides opportunities for whole class, group and independent learning.
- To set high standards of achievement and demonstrate excellent results and outcomes.
- To manage and supervise any adult supporting your class and to ensure that they have adequate planning and preparation to be effective in their role.

2. Assessment, Recording and Reporting

- Participate in arrangements for preparing pupils and assessing pupils for standard assessment tasks and tests, supervising their administration where necessary.
- To ensure that accurate, regular assessment (in accordance with school policy), including marking, is carried out and that assessments inform future planning.
- To assess, record and report (including annual reports to parents) on the development, progress and attainment of pupils in your class
- To provide written reports on the personal, social, emotional and physical needs of pupils as requested/directed (e.g. for health or social care).

- Maintain individual education plans for those children at School Action, School Action Plus on the Register of Special Educational needs as necessary.
- Develop strong links with parents, encouraging regular consultation and sharing with them individual successes as well as difficulties on an informal basis.
- To ensure that target setting (in accordance with the school policy) is used effectively to help children make the expected progress.

3. Discipline, Health and Safety

- To share in the corporate responsibility for the well-being and discipline of *all* pupils.
- Safeguard the health and safety of pupils both on school premises and when they are engaged in authorised activities elsewhere.

4. Curriculum Development

- To evaluate schemes of work/unit plans to promote ongoing curriculum development, ensuring that feedback is given to the team and subject leaders.
- Take responsibility for leading your subject area (See subject leader job description)

5. Performance Management

- Participate in arrangements for your performance management and that of others, if applicable.

6. Continuing Professional Development

- To engage in your own professional development, including school based in service training, and to support that of colleagues.
- Respond to areas agreed within the performance management process.
- Keep abreast of current developments in education.

7. Staff Meetings

Participate in meetings at the school which relate to:

- Curriculum development
- Administration and organisation within the school.
- Pastoral/special arrangements for pupils

8. Administration

- Participate in administrative and organisational tasks related to the duties described, including registering of attendance.
- Manage and supervise anyone e.g. teaching assistants, parents or students, providing support in your class.

9. General Professional Duties

- To respond to such reasonable requests as are made by the Headteacher of the school, or her representative.
- Contribute to the overall life and work of the school.
- To support the ethos of the school and to contribute to the general well being of all the members of the community: e.g. colleagues, pupils, parents, governors etc.
- To work as a member of the staff team in ensuring the delivery of whole-school policies.
- To be aware of the school's policy and procedures for health and safety.
- To report any disclosures or concerns regarding child protection issues to the Headteacher immediately.
- To share responsibility for the expected standards of tidiness and to respond to needs as they are perceived around the school.
- To make a positive contribution to the high quality learning environment of classrooms and the whole school.
- As a leader in our community, to set appropriate standards of dress, language and behaviour.

10. Cover

- In an emergency situation, where a teacher is unavailable to teach them, supervise, and so far as is practicable, teach pupils assigned to you. This will be for a limited time in accordance with Workforce Reforms 2003.

Variation

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Governing Body reserves the right to make changes in the job description following consultation with the Headteacher and the school's personnel provider.

Subject Leader (In Addition to Class teacher)

Job Description

All teachers at Kingsfield are expected to lead a subject area in accordance with the National Standards for Subject Leadership.

As a Subject Leader, a teacher will:

- Ensure the development of their subject within the overall development needs of the school.
- Ensure that published policies and schemes of work are kept up to date.
- Implement plans and policies, providing staff with support and advice where necessary.
- Promote the effective use of ICT within your subject.
- Be involved in monitoring the quality of teaching and planning in the subject to ensure continuity and progression.
- Monitor standards of attainment and progress of pupils, through scrutiny of work and analysis of results.
- Be involved in target setting
- Secure up to date knowledge of the subject and its place within the curriculum, seeking advice and training to further subject expertise
- Share current best practice with colleagues and the wider school community as appropriate
- Share responsibility for CPD in the curriculum area and take a lead when asked to do so.
- Provide monitoring information for the Governing Body and support it in developing their understanding of the subjects within the context of the whole curriculum
- Have the responsibility for the curriculum area budget, maintaining appropriate records and ensure that adequate and appropriate resources are available to staff.
- Ensure that resources are well organised, catalogued and easily available to all staff.
- Highlight any major areas of need to the Headteacher.
- To accept responsibility for short-term projects e.g themed weeks, information evenings, visits and visitors, as may be reasonably assigned to you by the Headteacher relating to the subject for which you are responsible.
- Keep governors and parents informed of the policy for the curriculum area and its development.

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