

Job Description: Teacher

Job Title: KS2/3 Teacher

Reporting to: Headteacher

Salary/Grade: TMS plus 1 SEN point



Disclosure Level: Enhanced

To be read in conjunction with the professional duties set out in the current *School Teachers' Pay and Conditions* Document.

Job Purpose:

To carry out the professional duties of a teacher in order to:

- Raise standards of attainment and achievement for all pupils
- Provide high quality teaching and pastoral care
- Effectively use resources

Job Description:

Strategic Role

- To manage and organise the effective use of resources within KS2/3

Teaching and learning

- To manage pupil learning through effective teaching in accordance with the National Curriculum in a range of subjects
- To use a variety of methods and approaches to match curricular objectives to meet the range of pupils needs, and ensure equal opportunity for all pupils
- To ensure continuity, progression and cohesiveness in all teaching and learning
- To develop pupils independence to take responsibility for their own learning
- To work with and direct teaching assistants effectively to support pupils in their learning by continually reducing barriers to learning
- To set high expectations for all pupils, to deepen their knowledge and understanding in a range of subjects and to maximise their achievement
- To use positive management of behaviour and de-escalation techniques in an environment of mutual respect which allows pupils to feel safe and secure, in order to promote their self-esteem
- To consider the needs of all pupils within lessons and to implement specialist advice to maximise accessibility to the taught lesson

Subject Knowledge and Understanding

- To have a thorough and up-to-date knowledge and understanding of core National Curriculum programmes of study and level descriptors.
- To keep up to date with research and developments in pedagogy and the subject areas.

Monitoring, Assessment, Recording, Reporting and Accountability

- To be responsible for the processes of identification, assessment, recording and reporting for the pupils in their charge in line with the whole school policy
- To contribute towards the formulation and subsequent implementation of pupils documentation including the IEP's and EHC plans as detailed in the current Code of Practice, particularly the planning and recording of appropriate actions and outcomes related to set targets

- To assess pupils' work systematically and use the results to inform future planning, teaching and subject development
- To be familiar with statutory assessment and reporting procedures and to prepare and present informative, helpful and accurate reports to parents/carers and other professionals

Professional Standards & Development

- To be an outstanding role model to pupils through personal presentation and professional conduct
- To arrive in class, on or before the start of the lesson, and to begin and end lessons on time
- To co-operate with the Governors and the LMT in all matters concerning Health and Safety and specifically to take reasonable care of their own Health & Safety, and that of any other persons who may be affected by their acts or omissions at work
- To be familiar with the School and Department handbooks and support all the School's policies
- To establish effective working relationships with professional colleagues and associate staff
- To strive for personal and professional development through active involvement in the school's Appraisal process
- To liaise effectively with parents/carers and with other agencies with responsibility for pupils' education and welfare
- To undertake any reasonable task as agreed with the curriculum area as agreed with the Headteacher or LMT
- To be familiar with the current SEND code of practice
- Carry out any reasonable professional duties as directed by the Headteacher or other LMT

Pastoral Care Responsibilities

Every teacher will be expected to have pastoral responsibilities. This includes:

- Performing the role of a Form Tutor
- Being the first point of contact for pupils in their pastoral group and their carers
- Reporting/liasing, at least weekly during term times with parents/ carers in the role of Form Tutor
- Attendance at parent/carer meetings and EHC Plan meetings as required
- Monitoring the progress, conduct and attendance of those pupils in their tutor group and liaise with parents/carers on a weekly basis
- Responding to all issues of safeguarding following the school policy.
- Ensuring the confidentiality of all pupil information and data.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations.