



## **Job Description**

### **Job Purpose:**

To carry out, as directed by the Headteacher, the professional responsibilities of a classroom teacher as set out in the current School Teachers' Pay and Conditions document and the Professional Standards for Teachers.

### **Main responsibilities:**

The Pay and Conditions Act 1987 lists the duties to be included in all job descriptions for teachers.

### **Teaching and Learning**

- Establish a caring and nurturing learning environment in which all children feel happy and safe.
- Provide children with interesting, memorable and authentic learning experiences delivered through quality first teaching.
- Plan and prepare creative and cross curricular sessions and activities appropriate to the needs, interests, experience and knowledge of the pupils within the school's framework, based on the National Curriculum and Foundation Stage Guidelines.
- Teach pupils according to their individual needs ensuring inclusion and success for each child.
- Ensure that the needs of all pupils are met through differentiation of tasks.
- Identify clear teaching objectives and specify how they will be taught and assessed.
- Set tasks which challenge pupils, encourage active learning and ensure high levels of interests.
- Provide clear structures for lessons, maintaining pace, motivation and challenge.
- Use effective questioning and model effectively to ensure that pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught.
- Mark and monitor pupil's work in line with school policy and set targets for progress.
- Set clear targets, building on the prior attainment of pupils.
- Take the lead responsibility for managing, coordinating and building on any additional support or interventions for individual children.
- Track pupil progression (individuals and groups) using available data, actively engaging in pupil progress reviews.
- Keep meaningful records and monitor performance against targets.
- Assess the work of all pupils in line with agreed policies of the school and record their development, progress, attainment and next steps.
- Keep appropriate and efficient records, integrating formative and summative assessment into planning.

- Apply the principles of assessment for learning, in particular, giving quality feedback to children and using information gathered to inform planning.
- Work with school leaders to track the progress of individual children or groups and intervene when pupils are not making progress.
- Report to parents / carers on the development, progress and attainment of pupils.
- Use a range of strategies to ensure that children are focused on learning including behaviour management.
- Develop relationships with and between pupils ensuring that all children thrive.
- Promote a creative and collaborative working environment.
- Evaluate and reflect on own teaching practice and make improvements where required in order to optimise pupil progress and enjoyment.
- Make effective use of ICT to enhance teaching and learning.
- Provide and maintain stimulating classroom environments where resources can be accessed appropriately to facilitate learning.
- Display pupil's work in an attractive, informative and interactive way to promote learning.
- Effectively lead, organise, direct and supervise support staff within the classroom
- Attend and participate in meetings which relate to the school's management, curriculum, administration or organisation.
- Communicate and co-operate with specialists from outside agencies.

### **Partnerships**

- Work in partnership with colleagues and with the year group team in order to foster and maintain positive working relationships and whole school ethos.
- Establish and maintain good relationships with colleagues and model these for pupils.
- Be sensitive to colleague's needs and feelings and maintain professionalism at all times.
- Communicate effectively with other teachers and support staff to ensure that all relevant information is shared.
- Treat all colleagues equally and collectively support new team members.
- Build and maintain positive relationships with parents and carers, ensuring that they are well informed about their children's progress and well-being.
- Contribute to constructive team-building amongst teaching and non-teaching staff, parents, carers and Governors.

### **Professional Development**

- Keep up-to-date with current educational thinking and practice by attending relevant training and by carrying out own research.
- Participate in Appraisal and Pupil Progress Reviews as arranged by the Headteacher.
- Take a full and active part in the life of the school by e.g. attending, organising and supporting special events.

### **School Development**

- Actively participate in professional development, keeping up to date with current developments in primary education.
- Be active as a learner within the school setting e.g. participating in peer coaching and CPD opportunities and acting on advice given.

## **Whole School**

The post holder will:

- Uphold the professional code of the Teaching Standards (DfE).
- Promote and support the aims, objectives and delivery of the school improvement plan.
- Support and deliver the aims of the school and implement all whole school policies and guidelines proactively.
- Support initiatives decided by the Headteacher and other staff.
- Show commitment to the school's equal opportunities policy and be proactive in its implementation.
- Build team commitment with colleagues both in the classroom (with support staff) and outside the classroom (e.g. curriculum teams, phase).
- Work positively with a wide range of cultural, ethnic and social groups.
- Actively promote and safeguard the welfare of pupils.
- Accept joint responsibility with colleagues for the school environment, especially public areas.
- Be a member of a curriculum team taking responsibility (according to experience) for aspects of development.
- To contribute and show commitment to the development of the school's extra-curricular provision.

## **Equalities and Safeguarding**

- Understand and show a commitment to safeguarding pupils, with recent knowledge of relevant legislation and guidance.
- Understand the principles of Equality and how it may inform whole school policy and practice.

## **General**

- To undertake any professional duties delegated by the Headteacher or the Governing Body.

This job description may be amended at any time following discussion between the Headteacher and the member of staff, and will be reviewed annually as part of the appraisal process.

Earlham Primary School is committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.