



## JOB DESCRIPTION October 2024

Ward End Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to apply for Enhanced Disclosure from the Disclosure and Barring Service. Observance of the City Council's Equal Opportunities policy will be required

### INTRODUCTION

POST TITLE: TEACHER

SALARY/GRADE: MPS

### Values and Behaviour

Teachers make the education of their pupils their first concern and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

Our School Values and Mission

**Ward End Primary is a Reading School.**

**We are Global Citizens within a World Class School.**

**We have high standards of attendance and punctuality.**

**Family, community and character education are at the heart of all we do.**

**Our pupils are well prepared for Key Stage 3 and beyond.**

### JOB PURPOSE

The purpose of the job is to organise and teach the class or designated groups in accordance with school policy.

### DUTIES & RESPONSIBILITIES

- To plan and teach effectively
- To keep accurate records of children's progress
- To foster good relationships at all levels
- To be professional in all school matters

### TEACHING & LEARNING

- create and maintain an effective learning environment in line with agreed school internal standards (see staff handbook)
- use medium term plans provided by co-ordinators to plan termly programmes of work, ensuring children are exposed to a broad and balanced curriculum
- ensure that all planning takes account of curriculum guidance for The Foundation stage, National Literacy and Numeracy strategies and National Curriculum requirements
- timetable subjects to ensure adequate coverage of all subjects in line with school policy
- prepare weekly plans for literacy and numeracy in sufficient detail to show how lessons develop
- ensure planning and teaching promotes the aims of the school improvement plan thereby raising standards and contributing to whole school improvement
- keep clear records of children's progress in accordance with requirements for each key stage of the National Curriculum and school policy
- foster an atmosphere where caring relationships are promoted and celebrated, providing a model for necessary behaviours.
- Plan for an Inclusive and enabling learning environment.
- actively promote and implement positive behaviour management in line with school policies
- follow all codes of practice in relation to health and safety regulations and the reporting of accidents.
- Keep safeguarding as your highest priority.
- organise the classroom, without clutter, ensure displays are regularly changed and well maintained- establish a purposeful learning environment.
- keep the attendance register and related correspondence in line with LEA regulations
- set homework in accordance with school policy
- take full part in staff meetings and parent evenings
- carry out playground duties as required

## OTHER RESPONSIBILITIES

- Take responsibility for completing CPD and keeping up to date with developments relating to subject matter.
- Establish effective working relationships with colleagues and set a good example for pupils through a high level of professionalism.
- Participate in any performance-related appraisal arrangements made by the School.
- Set high expectations which inspire, motivate and challenge pupils by:
  - establishing a safe and stimulating environment for pupils, rooted in mutual respect.
  - setting goals that stretch and challenge pupils of all backgrounds, abilities and dispositions.
  - demonstrating consistently the positive attitudes, values and behaviour expected of pupils.
- Promote good progress and outcomes for pupils by:
  - being accountable for pupils' attainment, progress and outcomes.
  - being aware of pupils' capabilities and prior knowledge, and planning teaching to build on these.
  - guiding pupils to reflect on the progress they have made and their emerging needs.
- Demonstrate and plan to develop good subject knowledge.
- Plan and teach well-structured lessons, plan to develop your own pedagogical knowledge and skills
- Adapt teaching to meet the needs of all pupils, including a variety of SEND experience and skill.
- Encourage pupils' participation in leadership roles.
- Be involved in pupil voice as a school/ class improvement measure.
- Make accurate and productive use of assessment
- Fulfil wider professional responsibilities by:

ensuring WEPS vision, mission and goals are achieved within your class and with those you teach participate in the annual review-  
making a positive contribution to the wider life and ethos of the school. -  
developing effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support. -  
deploying support staff effectively. -  
communicating effectively with parents with regard to pupils' achievements and wellbeing.

**CONDITIONS OF EMPLOYMENT**

The above responsibilities are in accordance with the requirements of the current Teachers' Pay and Conditions Document and subsequent Orders in terms of duties and working time. It may be modified by the Head Teacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

**SIGNATURES:**

Signed.....(Teacher)

Signed.....(Headteacher)

Dated..... (Teacher)  
teacher)

Dated ..... (Head  
teacher)