



JOB DESCRIPTION

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: MPR/UPR

RELATIONSHIPS

Teachers:

- Are accountable to the Head teacher
- Should liaise with Leaders, the Deputy Head and the Head Teacher
- Are responsible for planning the activities of Teaching Assistants and volunteer helpers who may work with them

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
- 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
- organise the classroom in an attractive fashion and ensure displays are regularly changed and well maintained
- ensure effective use and maintenance of materials and resources
- 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

- Termly and weekly plans should be kept by teacher and made available to co-ordinators and Head teacher on request.
- Weekly planning should be displayed in classrooms.
- The contributions of all children should be valued, actively promoting school policy for inclusion and managing equality.
- Cooperate fully with all other members of staff and help promote good working relationships.
- Foster the development and continuation of good parent/teacher relationships.
- Inform the Head teacher, Deputy Head teacher or team leader of any concerns you may have about any individual child or group of children or of any worries you may have regarding your role and responsibilities.

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 **A.Mahmood (Teacher)**

Signed.....(Headteacher)

Dated **11.10.23 (Teacher)**

Dated (Head teacher)