Job Description

All teachers regardless of pay scale

# Jesmond Gardens Primary School

# September 2015

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| Name |  |
| Overall Purpose | To meet the requirements of:   * A teacher as set out in the School Teachers Pay and Conditions Document * The Professional Standards for Teachers (available for reference from the Head Teacher) |
| Responsible to | Head Teacher |
| Main Responsibilities | * To meet the vision, purpose and promises of the school * To plan and deliver an appropriate, broad, balanced, relevant, differentiated and challenging curriculum to all pupils appropriate to their needs * Ensure curriculum planning is carried out according to policies and expectations * To assess, record and report on all aspects of pupils’ progress and development * Contribute to raising standards of pupil attainment * To provide or contribute to oral and written assessments relating to individual pupils or groups of pupils, internally, with parents and outside agencies * To ensure high standards of behaviour so effective learning can take place, and good relationships can be formed within the school community * To contribute to whole school planning activities |
| As a registration  teacher | * To have knowledge of all the children and be a contact point for a range of stakeholders. * SEND - be responsible for the progress of SEN children, monitor progress, liaise with the inclusion manager and attend meetings when required * Liaise with PSA and FSO on all pastoral/safeguarding matters * Parents - first and foremost be empathetic towards parents. Be proactive in contacting parents both formally and informally when issues occur re behaviour, homework issues, pastoral concerns. Build good relationships with all parents particularly those who are hard to reach or engage with. Encourage engagement in all school events and attendance at parents evenings. Liaise with parents over attendance and lateness and be prepared to encourage punctuality by supporting parents who do find things difficult. * Safeguarding - have an in depth knowledge of those children on the safeguarding register and pastoral register. Liaise with the pastoral team when required, produce detailed, evidence specific pen portraits and speak to parents where necessary when concerns arise. Attend meetings if required and ensure PEPs are up to date. |
| Responsibilities | * To play a full part in the life of the school community and support its ethos, values and aims * To contribute to, follow and actively promote the agreed policies of the school * To have high expectations and lead by example * To contribute to the evaluation and monitoring of the school curriculum and to assist in the process of development and change to ensure the continuing relevance of policies and procedures to the needs of the pupils * To work as a member of a team and to contribute positively to effective working relations within the school * To have and share with colleagues a good, up to date working knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise the learning experience to provide opportunities for all learners to achieve their potential. * To comply with the schools Health and Safety and Safeguarding policy and undertake risk assessments as appropriate * To engage actively in Performance Management and Professional Development to ensure professional skills are developed and kept up to date * To share and support the school’s responsibility to provide and monitor opportunities for academic and personal growth   *All the above to be fulfilled in conjunction with the schools’ agreed policies and practices* |
| Date April 2015  Signed ……………………………………………… Post Holder  Signed ……………………………………………… Head Teacher  The work of schools changes and develops continuously which in turn requires staff to adapt and adjust. The duties and responsibilities above should not therefore be regarded as immutable but may change in line with national prescription on teachers’ terms and conditions of employment and/or any relevant school improvement priorities set from time to time. Any major changes will involve discussion and consultation with you.  Whilst the main duties and responsibilities of the post are set out above, each individual task to be undertaken has not been identified. Teachers will be expected to comply with any reasonable request from their line manager to undertake work related to teaching and learning that is not specified within this job description and which is commensurate with the level of the post. | |