**Biddick Primary School Job Description**

Post: KS2 Class Teacher

Salary Scale: MPS/UPS

Responsible To: Appraisal Team Leader, SLT, Head Teacher and the Governing Body

# All Teaching Staff - Main purpose of the job:

All teachers are required to carry out the duties of a schoolteacher as set out in the current [*School Teachers’ Pay and Conditions* *Document*](https://www.education.gov.uk/publications/)*.* Teachers should also have due regard to the Teacher Standards (2013). Teachers’ performance will be assessed against the teacher [standards](https://www.education.gov.uk/publications/standard/publicationDetail/Page1/DFE-00066-2011) as part of the appraisal process as relevant to their role in the school.

* Be responsible for the learning and achievement of all pupils in the class ensuring equality of opportunity for all
* Be responsible and accountable for achieving the highest possible standards in work and conduct
* Engage with and promote the school’s vision, values and aims
* Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher’s professional position
* Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils
* Act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current *School Teachers Pay and Conditions Document (2014) and Teacher Standards (2013)*
* Take responsibility for promoting and safeguarding the welfare of children and young people within the school

**Responsibilities and Tasks**

*Teaching and assessment*

1. To teach children according to the schemes of work and policies of the school**.**
2. To provide a clear structure and sequence of lessons which maintain pace and motivation for children.
3. To plan teaching (long term, medium term and weekly) to achieve progression in children’s learning by identifying clear teaching objectives, setting tasks which challenge pupils, setting clear and challenging targets for pupils (involving pupils in setting their own targets) and identifying pupils who have specific needs.
4. To deliver lessons that ensure teaching and learning is at least consistently good.
5. To differentiate activities to meet all children’s needs.
6. To deliver the curriculum using a variety of teaching styles.
7. To encourage the children to become independent and self-disciplined learners.
8. To make best use of teaching time by maintaining an orderly classroom and establishing a purposeful learning environment.
9. To plan and organise educational visits/visitors to enhance the curriculum.
10. To use and keep up to date own ICT skills to teach school curriculum and schemes of work effectively.
11. To assess children’s work effectively and regularly during and after lessons and to teach children self-assessment strategies so they are involved in their own assessment.
12. To maintain continuity and progression in all areas of the curriculum by using ongoing teacher assessment and SATs where appropriate.
13. To update the school curriculum and class and individual assessment record sheets including the use of school tracking systems.

*Resources*

1. To establish a safe and stimulating class room environment which provides evidence of children’s work through regularly updated display.
2. To use ICT effectively to support learning for pupils, groups of pupils and individual pupils.
3. To contribute to the whole school learning environment using display to promote effective learning
4. To provide a variety of resources through which pupils learn and make good progress.

*Working together*

1. To liaise with colleagues about planning and organisation.
2. To liaise with colleagues throughout the school to ensure a whole school approach to all aspects of school life.
3. To establish positive and effective relationships with children and their families to develop the school as a caring environment and to maximise their learning potential.
4. To establish links with the community to enable children to learn from direct experience.
5. To share, through appropriate school procedures, all concerns regarding children or adults.

*Pastoral*

1. To be directly responsible for the safety and welfare of members of the class and indirectly for all children within the school, during teaching times, at the beginning and end of each session and at playtimes on a rota basis
2. To take assemblies on a rota basis.
3. To share responsibility for implementation of the school’s behaviour policy across the whole school at all times.
4. To identify children causing concern and those with specific needs and to inform the Sendco.
5. To liaise with the appropriate outside agencies about children with special needs or those causing concern.
6. To act as a positive role model to the children in behaviour, presentation and attitude.
7. To have a positive, proactive approach to school and teaching.

*Professional Development*

1. To take an active role in Continuing Professional Development to ensure that individual needs are identified and met.
2. Attend appropriate in-service courses and report back to colleagues.
3. To deliver CPD as appropriate to whole staff or groups of staff linked to responsibilities in school.

*Other*

For teachers with at least 1 year’s teaching experience, responsibility - in consultation with the Head teacher and in co-operation with colleagues and Governors - for the development of an agreed curriculum area throughout the school.

**Curriculum Responsibilities:**

1. To ensure that the schools vision, values and ethos are met through all areas of curriculum responsibility and to support with embedding those values across the school by acting as a role model for them.
2. To maintain, in collaboration with the Headteacher, and by consultation with all stakeholders, aims and objectives for curriculum area throughout school.
3. To prepare and update the curriculum and schemes of work for curriculum areas as and when necessary.
4. To monitor and evaluate, review and subsequently amend schemes of work.
5. To monitor standards of teaching and learning in curriculum area through lesson observations, scrutiny of pupils’ work and staff planning.
6. To respond to outcomes of monitoring through planning and leading whole staff and bespoke CPD.
7. To act as a source of professional advice, to lead and motivate staff in the teaching of a curriculum area by keeping abreast of developments in the subjects, disseminating them to staff and leading their implementation in school as agreed by leadership team.
8. To attend training courses where appropriate and disseminate information to staff.
9. To organise the purchase of resources based on identified need within school, to monitor their availability and use and maintain an annual audit.
10. To write the school improvement plan for a curriculum area on an annual basis
11. To undertake other such duties in connection with curriculum area in the school which the Head Teacher may from time to time require.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by Biddick Primary School.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of council records and information.

The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Safeguarding Policy and all other Council Policies.

The post holder must comply with the Council Health and Safety rules and regulations and with Health and Safety legislation.