

JOB DESCRIPTION

Job Title:	Primary teacher
School:	Grindon Hall Christian School
Reporting to:	Vice Principal - Primary

Job Summary

- To carry out professional duties including the responsibility for an assigned class including the day-to-day work and management of the class and the safety of the pupils, with regard to both on-site and off-site activities.
- To be responsible and accountable for achieving the highest possible standards in work and conduct.
- To promote the aims and objectives of our school and maintain its philosophy of education, ensuring the promotion and safeguarding of the welfare of our children within school.

Main Duties and Key Responsibilities

Teaching

- Maintain an up to date knowledge and understanding of the professional duties and responsibilities of teachers and the statutory frameworks.
- Plan teaching to achieve progression in pupils' learning through identifying clear teaching objectives and content, appropriate to the subject matter and the pupils being taught, and specifying how these will be taught and assessed.
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate
- Regularly review the effectiveness of teaching and assessment procedures and its impact on pupils' progress, attainment and well-being.
- An awareness of pupils' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these demonstrating knowledge and understanding of how pupils learn
- Have a clear understanding of the needs of all pupils, including those with special educational needs, gifted and talented, EAL, disabilities and be able to use and evaluate distinctive teaching approaches to engage and support them
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment
- Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study

- Use relevant data to monitor progress, set targets, and plan subsequent lessons
- Set homework and plan other out of class activities to consolidate and extend the knowledge and understanding of pupils

General

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures to support the school's values and vision
- Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate
- To fully participate in CPD activities and appraisal arrangements
- To further support the climate for learning, improve the school's ethos and develop further the merging culture of achievement and high expectation
- To play a key role in assemblies, open evenings and other major School events.
- Develop effective working relationships with schools, partners, and other agencies.
- Act as a positive role model to staff, maintaining high professional standards and high levels of care for pupils
- To undertake any other duties as directed by the Principal or Vice Principal - Primary

Behaviour and Safety

- To establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils
- Maintain good relationships with pupils, exercise appropriate authority as necessary
- To establish a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
- Have high expectations of behaviour, promoting self-control and independence of all learners
- To be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

Team Working and collaboration

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or school including pastoral arrangements and assemblies
- Work as a team member and identify opportunities for working with colleagues and sharing development of effective practice with them
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school

Qualifications, skills and experience

Qualifications and training

- Qualified Teacher Status
- Commitment to continuous professional development
- Suitability to work with children

Experience

- Experience of teaching in Key Stages 1 or 2

Skills and abilities

- A dedicated, creative and innovative classroom practitioner
- Good understanding of how children learn and knowledge of teaching phonics
- Ability to make good use of assessment for learning
- Knowledge and understanding of the national curriculum and an ability to make cross-curricular links
- Ability to use IT creatively to support other subjects
- Excellent interpersonal skills – able to develop supportive and harmonious relationships with colleagues, pupils, parents and governors
- Good organisational skills – a person who can meet deadlines
- Good range of behaviour management strategies

Personal attributes

- Committed to being a team member
- Strong communication skills
- Committed to ensuring that all pupils realise their full potential
- Good sense of humour
- Flexible, loyal, dependable and sympathetic
- Creative and imaginative

Grindon Hall Christian School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment in every aspect of their work.

Grindon Hall Christian School is an Equal Opportunities Employer.

The job duties, elements, responsibilities, skills, functions, educational factors and the requirements and conditions listed in this job description are representative only and not exclusive of the tasks that any employee may be required to perform.

Grindon Hall Christian School reserves the right to revise this job description at any time.