

## **JOB DESCRIPTION**



Job Title: Primary Teacher

Responsible to: Head Teacher

Hours of work: Monday to Thursday, 08:30 hrs -16:30 hrs. Friday 08:30 hrs - 15:30 hrs.

### **MAIN RESPONSIBILITIES:**

- Provide good/outstanding teaching and learning to secure high attainment of pupils, in collaboration with other members of the teaching team.
- Provide a nurturing classroom and school environment that helps pupils to develop as learners.
- Consistently plan, resource and deliver lessons that allow stimulating and enjoyable learning to take place across all abilities.
- Deliver effective literacy learning across the whole school to ensure literacy is embedded in all key stages.
- Help to establish and maintain excellent standards of behaviour for learning across the school.

### **SPECIFIC DUTIES:**

#### **Teaching and Learning:**

- To be a consistently good/outstanding teacher and deliver engaging and effective lessons that motivate, inspire and improve pupil attainment.
- Plan and prepare engaging lessons based on agreed schemes of work.
- Use regular assessments to monitor progress, set targets and determine appropriate intervention.
- Maintain regular and productive communication with parents, to report on progress and to relay other relevant information.
- Maintain accurate pupil data that can be used to make teaching more effective and identify pupils who need additional resources and/or support.
- Identify the intervention needs of pupils and appropriate strategies to improve attainment.
- Ensure appropriate assessment strategies are being used to assess pupil progress.
- Appropriately deploy Teaching Assistants assigned to your subject.
- Be observed in an appropriate and timely manner, including learning walks.

#### **Progress and Achievement of Pupils:**

- Ensure that all pupils are given quality feedback in order to make rapid and sustained progress.
- With the Primary Lead/Head Teacher/Deputy Head, monitor and evaluate standards of achievement and pupil progress.
- Set targets for improvement and put together actions plans for implementation that form part of the School Development Plan.
- Identify any underachievement and, with the Primary Lead/Head Teacher/Deputy Head and Special Educational Needs Co-ordinator, put plans in place to address any issues.
- With the Primary Lead/Head Teacher/Deputy Head, analyse assessment data and ensure analysis and evaluations impact positively on pupil progress and outcomes for all pupils.
- Produce comprehensive end of term reports in a timely manner.

#### **Parental Involvement and Community Links:**

- To develop effective parental links.
- To seek the views of parents and pupils.
- To monitor and evaluate parental involvement and community links and their impact on outcomes for pupils.

#### **Other:**

- To support Talbot House Trust's commitment to safeguarding children and promoting their welfare and contribute to the overall ethos/work/aims of the school.
- To proactively weave the core of your subject into every aspect of school life.
- To be a strong role model for pupils.

- Be aware of, and comply with key policies and procedures, for example, health and safety, equality and diversity, security, confidentiality, data protection, reporting all concerns to line management.
- Operate as supportive member of the teaching team by providing support and assistance to other members and attending and participating in team meetings.
- Participate in training, other learning activities and performance development as required.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.