**JOB DESCRIPTION**

**Job Title: Primary Teacher Main Scale**

**Grade: M1 – M6**

**Job Location: Highfield Academy**

**Directorate: Education**

**Responsible to: Melanie Davies**

**Purpose of Job:**

To meet the requirements of:

* A teacher as set out in the School Teachers Pay and Conditions Document
* The Professional Standards for Teachers
* To assist in co-ordinating a curriculum subject

**Principle 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 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
* To run an after school club

**Main Duties**

* To plan and deliver an appropriate, broad, balanced, relevant, differentiated and challenging curriculum to all pupils appropriate to their needs
* 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

**CURRICULUM AREA**

* To have a clear vision and purpose for the subject
* To develop subject knowledge and expertise keeping up to date with national developments, teaching practice and methodology to support staff and pupils in achieving high standards
* To support colleagues in ensuring effective curriculum coverage, continuity, progression and challenge
* To annually monitor and evaluate subject delivery through (e.g. work scrutiny, planning audits, resource audits and data analysis) and produce a report and development plan
* To arrange for the purchase of appropriate resources to enable colleagues to teach the subject effectively within the constraints imposed by the subject budget allocation
* To ensure resources are well organised, well maintained and accessible to colleagues
* To offer guidance and support to staff in developing the subject and to the leadership team in leading, managing and developing the subject

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

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

The post holder must carry out their duties with full regard to the Trust’s Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Trust Policies.

The postholder must comply with the Trusts Health and Safety Rules and Regulations and with Health and Safety Legislation.