

**CHILDREN’S SERVICES**

**JOB DESCRIPTION**

**POST TITLE:** Teacher – Forest View Primary School

**GRADE:** MPS

**RESPONSIBLE TO:** Head Teacher

The particular duties and responsibilities set out in the job description are to be carried out in addition to the professional duties of a Teacher as provided for in the most recent Education (School Teachers’ Pay and Conditions) Order as amended from time to time. Applicants are required to meet the Teachers Standards. Applicants must have a thorough understanding of safeguarding procedures. This Job Description may be amended at any time following discussion between the Head Teacher and member of staff and will be reviewed annually.

**Knowledge and Understanding**

* Have a strong understanding of SEND issues and how they impact on pupils’ learning.
* Know how to use appropriate strategies to support pupils with SEND.
* Have a secure understanding of child development.
* Have a secure knowledge and understanding of curriculum areas and related pedagogy.
* Know and understand the relevant statutory frameworks in particular, the SEND Code of Practice.

**Planning and Setting Expectations**

* Identify clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the pupils being taught.
* Set appropriate and demanding expectations for pupils’ learning and motivation. Set clear targets for pupils’ learning, building on prior attainment.
* Provide targeted support for pupils with SEND.
* Implement and keep records on support plans.
* Plan effectively to ensure that pupils have the opportunity to meet their potential, regardless of their background.
* Plan effectively to meet the needs of pupils with special educational needs.
* Take account of diversity to enrich the curriculum and raise achievement.

**Teaching and Managing Pupil Learning**

* Ensure teaching is effective so that objectives are met, momentum and challenge are maintained, and best use is made of teaching time.
* Set high expectations for pupils’ behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships.
* Use teaching methods which keep pupils engaged, including stimulating pupils’ curiosity, effective questioning and response, clear presentation and good use of resources.
* Support pupils to develop their ability to self-regulate.
* Use appropriate resources to support pupils’ individual needs.
* Secure a good standard of pupil behaviour in the classroom by establishing appropriate rules and high expectations of discipline which pupils respect; act to pre-empt and deal with inappropriate behaviour in the context of the behaviour policy of the school.

**Assessment and Evaluation**

* Assess how well objectives have been achieved and use this assessment to plan future teaching.
* Mark and monitor pupils’ work providing constructive oral and written feedback, and setting targets for pupils’ progress.
* Recognise the level that a pupil is achieving and make accurate assessments.
* Report pupil progress to senior leaders of the school.

**Pupil Achievement**

* Secure progress towards pupil targets.
* Set clear targets for improvement of pupils’ achievement and monitor pupils’ progress towards those targets.
* Provide reports on pupil progress to senior leaders, parents and other professionals.

# Subject Co-ordination

# Co-ordinate and develop a subject/s according to the needs of the school – with the support of and under the direction of the Head Teacher and Senior Management Team.

* Develop and implement policies and practices that reflect the school’s commitment to high achievement through effective teaching and learning.
* Have an enthusiasm for the subject which motivates and supports other staff and encourages a shared understanding of the contribution the subject can make to all aspects of pupils’ lives.
* Develop plans for the subject which identify clear targets, time-scales and success criteria for its development and/or maintenance in line with the School Development Plan.

**Relations with Parents and Community**

* Prepare and present informative reports to parents.
* Provide support to parents to enable them to support their children at home.
* Liaise with agencies as necessary.
* Liaise effectively with pupils’ parents/carers through informative oral and written reports on pupils’ progress and achievements, discussing appropriate targets, and encouraging them to support their children’s learning, behaviour and progress.

**Managing Own Performance and Development**

* Understand the need to take responsibility for their own professional development and to keep up to date with research and developments in pedagogy and in the subjects they teach.
* Understand their professional responsibilities in relation to school policies and practices.
* Set a good example to the pupils they teach in their presentation and their personal conduct.
* Evaluate their own teaching critically and use this to improve their effectiveness.
* Take responsibility for implementing school policies and practices, including those dealing with bullying and racial harassment.
* Play an active role in development opportunities provided in school.

**Managing and Developing Staff and Other Adults**

* Establish effective working relationships with professional colleagues including, where applicable, staff from other agencies.
* Where applicable, deploy support staff and other adults effectively in the classroom, involving them, where appropriate, in the planning and management of pupils’ learning.

**Managing Resources**

* Select and make good use of learning resources which enable teaching objectives to be met and support individual learning needs.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others’ health and safety.

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.

Reference: EC/CL

Date: 13.01.23