

## **Job Description**

### **Part Time (0.5 or 0.4) Key Stage 2 Class Teacher**

St Mary's C.E Primary School  
Durham & Newcastle Diocesan Learning Trust



#### **Purpose**

- To carry out the duties of the Teacher in accordance with the Teachers Pay and Conditions Document and other relevant statutory provisions.
- To implement and deliver an appropriate broad, balanced, relevant and differentiated curriculum for pupils, incorporating the National Curriculum requirements and in line with the curriculum policies of the school.
- Contribute to raising standards of pupil attainment.
- To facilitate, support and monitor the overall progress and development of your class.
- To foster a learning environment and educational experience which provides pupils with the opportunity for fulfil their individual potential.
- To share in the development of the school curriculum, courses of study, teaching materials, teaching programmes, methods of teaching and assessment and their review.
- Plan effectively in the short, medium- and long-term and prepare effective learning sequences, lessons and work across a series of lessons to ensure coverage of the curriculum and the differentiated needs of learners are met. Plan and prepare homework and other out of class work.
- To be committed to the safeguarding and protection of children.

**This job involves working closely with children on a daily basis. This school and the Durham and Newcastle Diocesan Learning Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.**

#### **Reporting to:**

- Headteacher and Assistant Headteacher

#### **Responsible For**

- Directing and supervising the work of the support staff in the classroom, to ensure that they are progressing the learning of pupils at all times.
- Co-operation and liaison with other professionals, including fellow staff and colleagues from external agencies (for example, specialist teachers from the LA support services, health professionals and social workers).

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## Generic Responsibilities

- To teach pupils in your class according to their educational needs, including the setting and marking of work.
- To assess, record and report on the attendance, progress, development and attainment of assigned pupils and keep such records as are required by the school's systems.
- To ensure a high-quality learning experience for pupils, which meets internal and external quality standards.
- To have high expectations and lead by example.
- To use a variety of delivery methods, appropriate to pupils' learning styles and the varying demands of curriculum areas.
- To provide a positive, and conducive and safe learning environment, encouraging high standards in punctuality, presentation of work and relationships.
- To set high expectations for pupils' behaviour and maintain a good standard of discipline through well focused teaching, fostering positive relationships and implementing the school's behaviour policy and systems.
- To participate in duty and Collective Worship rotas.
- To be responsible for the co-ordination of a curriculum area, including ensuring a relevant and appropriate curriculum policy is produced and reviewed, according to the school's schedule, and is complimented by associated schemes of work.
- To monitor and evaluate learning within the curriculum area in line with the school's monitoring cycle. (This may include observation or use other approaches, work sampling, planning, review etc).
- To collate and analyse information relating to the standards achieved in the curriculum for presentation to the Leadership Team.
- To audit resources in the curriculum area.
- To secure and allocate the resources necessary to deliver the curriculum area within an allocated budget.
- To advise and support other members of staff on the content and delivery of the curriculum area.
- To identify and secure provision of appropriate in-service professional development in relation to the curriculum area, with the support of the Leadership Team.
- To contribute to the formulation and evaluation of the school's assessment practice in relation to the area of the curriculum for which lead responsibility is held.
- To communicate effectively with parents of pupils and with persons or bodies outside the school who are concerned with the welfare of pupils, after consultation with appropriate staff.

- To contribute to the personal, social, health, citizenship and enterprise education of pupils according to school policy.
- To work as a member of a designated team and contribute positively to effective working relationships within the school.
- To actively engage in performance management.
- To contribute to the formulation and implementation of the School Improvement Plan and associated action plans, as appropriate.
- To play a full part in the life of the school community, and support extra-curricular opportunities.
- To follow and actively promote the school's policies.
- To comply with health and safety policy and undertake risk assessments as appropriate.
- To actively pursue own personal and professional development and contribute to whole school CPD.

Signed.....Post Holder

Signed.....Headteacher

*The work of schools changes and develops continuously which in turn requires staff to adapt and adjust. The duties and responsibilities above should not therefore be regarded as immutable but may change in line with national prescriptions on teachers' terms and conditions of employment and/or any relevant school improvement priorities set from time to time. Any major changes will involve discussion and consultation with you.*

*Whilst the main duties and responsibilities of the post are set out above, each individual task to be undertaken has not been identified. Teachers will be expected to comply with any reasonable request from their line manager to undertake work related to teaching and learning that is not specified within this job description and which is commensurate with the level of post.*