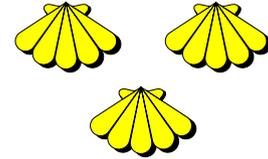


# High Wych C E Primary School Job Description



**TITLE OF JOB** : **TEACHER**  
**LOCATION** : **SCHOOLS**  
**GRADE** : **MPS (subject to experience/qualification)**  
**Evaluation Date** : **March 2023**

## 1. JOB OUTLINE

### 1 a) REASON JOB EXISTS

To promote and support high standards of teaching and learning throughout the school.

### 1 b) DUTIES

- To carry out the professional duties of a teacher as circumstances may require under the reasonable direction of the Headteacher and in accordance with the School Teachers' Pay and Conditions document.
- Good/outstanding primary practice and knowledge of how children learn.
- Evidence of consistently meeting or exceeding teaching standards relevant to pay grade of post.
- A thorough understanding of assessment in all subjects, but especially in Maths and English, and how to use assessment for learning in the classroom to ensure rapid progress of pupils. Ensure accurate record keeping at all times, both manually and on Arbor.
- Commitment to ensure all children make expected progress and can access the curriculum.
- To follow all school policies but especially those on marking, planning and displays.
- To take responsibility for leading a curriculum area by ordering stock and managing the budget, attending and taking INSET as well as taking the lead in producing related documents.
- Ensure documentation and/or reports are completed to a high standard and to any required deadline.
- To ensure displays in the classroom and around the school are of a high quality and regularly changed
- A commitment to providing an attractive work environment for the children.
- Liaise professionally with pupils, staff and parents by building strong, positive relationships
- Ensure confidentiality is maintained at all times.
- High expectations of behaviour and achievement, and an understanding of how to promote good behaviour and quality work.
- Very good ICT skills used for both data analysis and cross-curricular work with the children.
- To check and use emails daily.
- To arrive at school in plenty of time and ready to start in the class at the designated time. Ensure the wellbeing of all the children in your class is considered at all times.
- To be part of the break duty rota and ensure good time keeping, especially when on duty.
- To support a reasonable amount of PTA and school events throughout the year.
- To attend a weekly briefing with other staff where possible.
- Proactively lead the professional development of others in a way which leads to improved outcomes for pupils
- Working relationships with colleagues are characterised by an enthusiastic commitment to helping them overcome professional challenges
- Significant numbers of pupils exceed school expectations
- Many aspects of teaching over time are outstanding

## 1 c) EQUALITIES

Be aware of and support differences and ensure that pupils have equality of access to opportunities to learn and develop.

## 1 d) HEALTH AND SAFETY

Be aware of and comply with policies and procedures relating to confidentiality child protection, health, safety and security, and data protection; and report all concerns to an appropriate person.

## 1 e) DBS

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks.

## 1 f) ADDITIONAL INFORMATION

The jobholder is required to contribute to and support the overall aims and ethos of the school.

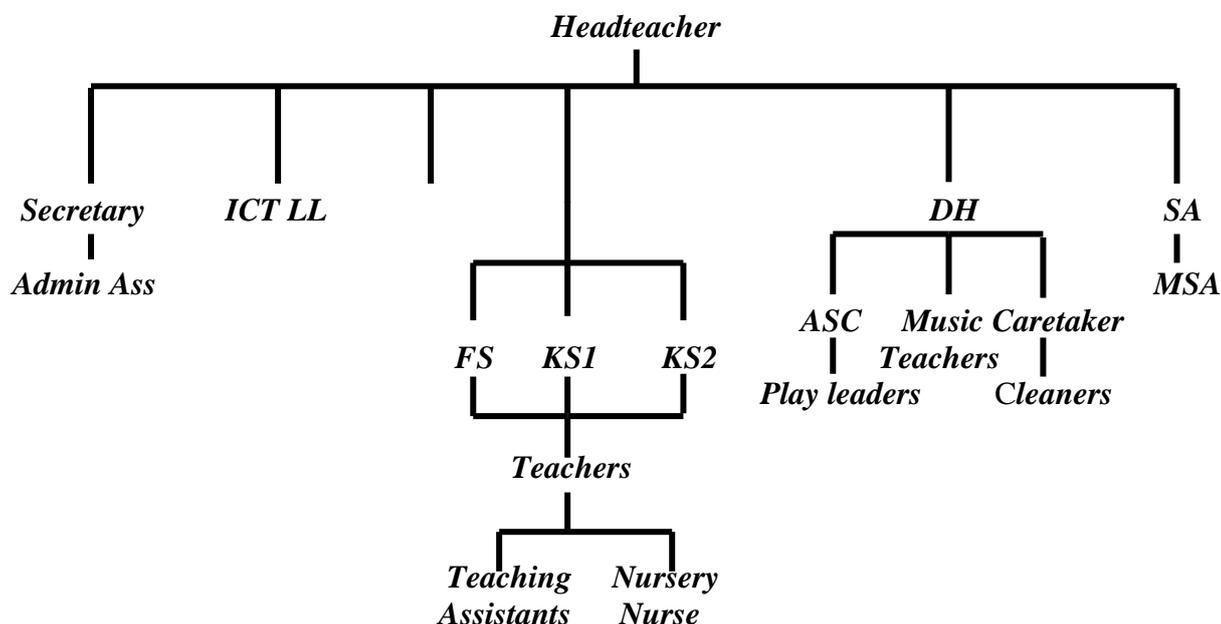
All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.

All staff are to conduct themselves in a professional manner at all times and

- not engage in any inappropriate discussions relating to school business especially via social networking
- only engage in positive conversations about school life
- only engage in confidential conversations in the appropriate environment particularly in relation to child protection
- treat your own child in the same way as you would any other pupil during school times

**\*\* The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.**

## 2. ORGANISATION CHART



### **3. SUPERVISION**

The jobholder works under the day-to-day supervision of the Headteacher. The school's performance management policies and practice determine the frequency of meetings.

Supervision of support staff as required.

### **4. JOB CONTEXT**

The jobholder is one of a team of teachers and assistants who support the learning of pupils. Flexibility by all staff is important in order to meet the varied needs of pupils.

### **5. CONTACTS**

The jobholder works with teaching assistants and pupils and is likely to have planned contact with parents or carers.

### **6. KNOWLEDGE, EXPERIENCE AND TRAINING**

- ◆ Experience of working with children of the relevant age.
- ◆ Relevant teaching qualification
- ◆ Understanding of the curricular requirements of the school including EYFS, these to include statutory requirements.
- ◆ Ability to make effective use of modern technology to support teaching and learning.
- ◆ Ability to work with a minimum of supervision and within a team and foster good relationships with colleagues and parents.
- ◆ Ability to manage pupils in a classroom and community setting.
- ◆ To participate in whole school activities supporting the PTA.

### **7. PHYSICAL EFFORT**

The job may involve lifting children after falls or accidents and classroom furniture.

### **8. WORKING ENVIRONMENT**

The job may involve taking children into the local community

Signed \_\_\_\_\_

Date \_\_\_\_\_