



# Ley Hill School Primary Classroom Teacher Job Description

## Job details

**Salary:** M2- M6 dependent on experience

**Hours:** 39 weeks per annum (this includes x5 INSET days)

**Contract type:** Full time / Permanent

**Reporting to:** Headteacher

**Responsible for:** Potential subject leadership (to be discussed at Interview)

## Main purpose

The teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- Meet the expectations set out in the Teachers' Standards

## Duties and responsibilities

### Teaching

- To plan and teach stimulating, well-structured, challenging and enjoyable lessons and activities which provide children with unforgettable learning opportunities
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment to inform future learning
- Adapt teaching to respond to the strengths and needs of pupils; including those with SEND
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests

### Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's vision and values
- Work with others on curriculum and pupil development to secure positive outcomes for the pupils
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach and either supervising or teaching any pupils whose teacher is not available to teach
- Attend all parents' evenings and/or other events linked to the progress of pupils
- Participate in school meetings which relate to the curriculum, administration or organisation of the school
- Make a positive contribution to the wider life and ethos of the school
- Communicate effectively with pupils, parents and carers

## **Health, safety and discipline**

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils and safeguard their health and safety both when they are authorised to be on school premises and engaged in school activities elsewhere
- Follow the school's policies for keeping children safe and promoting positive behaviour for learning

## **Professional development**

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Take part in the appraisal and professional development of others, where appropriate
- Advise and co-operate with the Headteacher and other teachers on the preparation and development of courses, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements

## **Working with colleagues and other relevant professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues
- Communicate and consult with external agencies/professional bodies and also provide or contribute to oral and written assessment reports and references relating to individual pupils and groups of pupils

## **Personal and professional conduct**

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school promoting a positive image of the school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks which explain professional duties and responsibilities

## **Management of staff and resources (for M2+ teachers)**

- To be responsible, under the guidance and direction of the Headteacher, for the development of a Curriculum Area (to be discussed at interview)
- To organise and manage resources which relate to that subject
- To keep the policy for that subject up to date
- To monitor and evaluate the delivery of the subject across the school
- To liaise with colleagues, keep up to date with current thinking and share with staff all significant developments in the subject

## **Safeguarding**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safety and wellbeing of all pupils (and staff) in the school

**Notes:**

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

This job description may be amended at any time in consultation with the postholder and Headteacher.

**Last review date:** April 2024

**Next review date:** October 2024 (as part of Performance Management)

**Headteacher/line manager's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Postholder's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_