

JOB DESCRIPTION



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Bearwood Primary and Nursery School

Post Title: Main Scale Teacher
Teacher:
Reporting to: Head Teacher
Grade:

1. Job Purpose & Objectives

- 1.1. The responsibilities specified in the following job description are in accordance with those specified in the School Teacher's Pay and Conditions Document, which a School Teacher is required to perform. The post holder will be expected to manage all aspects of teaching within the overall educational aims of the school, and establish and maintain the highest quality possible of teaching and learning.

2. Main Duties & Responsibilities

Teaching

- 2.1. Responsible for the education and welfare of designated classes/groups of pupils at the direction of the Headteacher, in accordance with the requirements of the Conditions of Employment of School Teachers. To have due regard for the requirements of the National Curriculum, this school's aims, objectives and schemes of work and the policies drawn up by this school's Governing Body, as well as contributing to the vision and ethos of the School.
- 2.2. Plan and prepare courses and lessons as directed.
- 2.3. Teach, according to their educational needs, the pupils assigned to you, including the setting and marking of work carried out by the pupil in school and elsewhere.
- 2.4. Assess, record and report on the development, progress and attainment of pupils where appropriate.

Other Activities

- 2.5. Promote the general progress and well-being of individual pupils and any class or group assigned.
- 2.6. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- 2.7. Provide guidance, advice and support to pupils on educational, social and emotional matters and make relevant records and reports on personal and social needs when necessary.
- 2.8. Communicate and consult with the parents of pupils and with school governors.
- 2.9. Communicate and co-operate with persons or bodies outside the school where appropriate.
- 2.10. Participate in meetings arranged for any of the purposes described above.
- 2.11. Participate in the performance management scheme operated by this school.
- 2.12. Perform particular duties as may be reasonably assigned to you by the Headteacher from time to time.

Assessments and Reports

- 2.13. Provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups where appropriate.

Professional Development

- 2.14. Review, from time to time, your methods of teaching and programmes of work with the school's Headteacher and/or Deputy Headteacher.
- 2.15. Participate in arrangements for your further training and professional development as a teacher, and to share these experiences with colleagues, both informally and at staff meetings.
- 2.16. In the case of a teacher serving an induction period pursuant to the Induction regulations, participating in arrangements for their supervision or training

Educational Methods

- 2.17. Co-operate with the Headteacher and other teachers (or any one or more of them) in preparing and developing whole school courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

Discipline, Health and Safety

- 2.18. Maintain good order and discipline among the pupils you are teaching, and share in the corporate responsibility for the well-being and behaviour of all pupils in school.
- 2.19. Safeguard the pupils' and your own safety, both when authorised to be on the school premises and when you are engaged in authorised school activities elsewhere.

Staff Meetings

- 2.20. Participate in meetings at the school which relate to the curriculum or to administration and organisation, including pastoral arrangements.

Cover

- 2.21. Supervising and, so far as practicable, teaching any pupils whose teacher is not available to teach them.

External Examinations

- 2.22. Participating in arrangements for preparing pupils for external examinations, assessing pupils for the purposes of such examinations and recording and reporting such assessments; and participating in arrangements for pupils presentation for, and conducting such examinations.

Administration

- 2.23. Participate in administrative and organisational tasks related to such duties as are described above, direction and supervision of persons supporting teachers
- 2.24. Attend assemblies and/or acts of corporate school worship, as required.
- 2.25. Mark form registers, ensuring absences or lateness are noted and appropriate action taken where there are concerns, which involves notifying the Deputy Head Teacher.
- 2.26. Assist in the supervision of pupils, whether these duties are performed before, during or after school sessions.

