



Aspire, Believe, Succeed

## Job Description –Teacher

Job Title: Teacher

### 1. PURPOSE OF THE JOB

- 1.1 To be responsible for carrying out the professional duties of a teacher as set out in the current Teachers' Pay & Conditions Document
- 1.2 To assist the Head Teacher in the leadership and management of teaching and learning in the school, to achieve the outcomes required by Government regulations and the school development/improvement plan adopted by the Governing Body.
- 1.3 To be responsible for meeting Teachers' Standards.

### 2. TEACHING AND LEARNING

- 2.1 The Teacher is responsible for providing a high quality educational atmosphere where children have the opportunity to fulfil their potential for intellectual, emotional, physical, spiritual and psychological growth.
- 2.2 The Teacher will be responsible for organising and implementing learning and teaching programmes that will result in children making good or better progress and achieving their full potential.
- 2.3 The Teacher works under Strategic Leadership Team to create and maintain a learning environment which promotes and secures good or outstanding teaching, effective learning, high standards of achievement and progress and good behaviour and attitudes to learning.
- 2.4 Develop effective lesson plans which ensure continuity and progression, take account of the individual needs of pupils and encourage the development of independent learners.
- 2.5 Employ a range of suitable teaching and learning strategies and styles to ensure effective learning.
- 2.6 Present appropriately demanding subject content in a clear and stimulating manner, thereby motivating and sustaining the interest of pupils and raising levels of attainment.
- 2.7 Ensure the effective deployment of Teaching Assistant support in the classroom.
- 2.8 Analyse and evaluate children's learning to inform future planning and teaching and learning activities.
- 2.9 Create and maintain an orderly, safe, stimulating and informative classroom environment.
- 2.10 Maintain good practice and implement changes in accordance with developments in educational theory and practice.
- 2.11 Assess progress and maintain records in accordance with school Teaching and Learning Policy.

### 3. CURRICULUM PLANNING

- 3.1 Help develop and maintain a curriculum in line with the National Curriculum to meet the needs of individual children within your class.
- 3.2 Monitor and evaluate the curriculum offered and review appropriate planning, assessment, record keeping and reporting procedures, as and when requested.
- 3.3 Ensure efficient use and maintenance of all teaching resources within your classroom area and working environment and ensure available resources are used effectively to support the curriculum and encourage independent learning.
- 3.4 Under the direction and guidance of the Senior Leadership Team, actively contribute to and support the development of one or more specified curriculum area.
- 3.5 To work positively and effectively within teams which may include cross-age groups, curricular and Steering Teams

### 4. BEHAVIOUR & PASTORAL CARE

- 4.1 Develop positive relationships with all children based on their achievement and promote their general progress and well-being and participation in all aspects of school life.
- 4.2 Maintain a positive approach to child management, supporting the school's policies relating to attendance, punctuality and behaviour.
- 4.3 Consult the Leadership Team of any more complex problems experienced by pupils as appropriate, making recommendations as to how they may be resolved.

4.4 Maintain the school system of rewards and sanctions which is understood and appreciated by pupils and parents.

4.5 To follow consistently the School's Behaviour and Safeguarding Policies.

#### **5. PARENTAL INVOLVEMENT AND PARTNERSHIP WORKING**

5.1 Report appropriately to parents on the needs and progress of their children.

5.2 To promote home-school partnerships to encourage families to support their children's learning and respond promptly to queries and concerns.

5.3 Uphold the school's well established links with the local community and networking schools, the LA and other external agencies.

#### **6. APPRAISAL AND PROFESSIONAL DEVELOPMENT**

6.1 Participating in arrangements made in accordance with the 2012 Teacher Standards.

6.2 Take a shared responsibility for your own continuing professional development by participating in a range of appropriate professional development opportunities.

6.3 Ensure colleagues receive information and feedback on professional development activities undertaken.

6.4 To fulfil the agreed tasks allocated in directed time (i.e. Subject release time).

6.5 Participating performance review (annual and mid-year)

#### **7. PERSONAL RESPONSIBILITIES**

7.1 Support the vision and ethos of the school through their words and actions and act as a role model for pupils, parents, students and other staff.

7.2 Treat other staff with dignity, respect and courtesy when carrying out day-to-day duties.

7.3 Avoid participating in or condoning acts of bullying, harassment, victimisation or discriminatory behaviour in the workplace towards other staff.

7.4 Abide by the school's Social Media Policy for both work and personal purposes, whether during working hours or otherwise. Operate online in a way which would not call into your position as a professional. Manage your privacy setting and prohibit others from tagging you in photo's.

7.5 To comply with the school's Health & Safety policy and undertake risk assessments as appropriate.

7.6 To undertake duties before the school day, at break, over the lunch period and after the school day on a rota basis.

7.7 To set cover work during any leave of absence

7.8 Be aware of and follow the Safeguarding, Anti-Bullying and Behaviour Policies of the school of which include the following:

- Health and Safety Policy
- Fire Policy
- Safeguarding Policy
- Email and Internet use policy
- Whistle blowing policy
- Behaviour Policy

#### **8. WORKING TIME**

A teacher employed full-time shall be available for work for 195 days in any school year of which 190 days shall be days on which he/she may be required to teach pupils in addition to carrying out other duties; and those 195 days shall be specified by his employer or, if the employer so directs, by the Head teacher.

Such a teacher shall be available to perform such duties at such times and such places as may be specified by the Head teacher for 1265 hours in any school year, those hours to be allocated reasonably throughout those days in the school year on which he/she is available for work.

Time spent travelling to and from the place of work shall not count against the 1265 hours referred to above.

**9. SPECIAL CONDITIONS – Teachers on upper pay scale**

A teacher on the upper pay scale shall meet the performance threshold standards as specified in the School Teachers' Pay and Conditions Document.

**10. REVIEW AND AMENDMENTS**

This job description is normally subject to an annual review. It may be amended at the request of the Head Teacher or the post holder but only after full consultation with the post holder. It will be signed if agreement is reached.

The job description has been extracted from the Birmingham City Council Human Resources Portal and revised to meet the needs of Featherstone Primary School.

Job description shared with the HR working party (a sub committee of the Finance and Personnel).