

General

Contribute to the development of the Poulton Lancelyn Primary school with an emphasis on aspiration and attainment, delivered through strong classroom practice.

A commitment to education, to the needs and rights of all pupils and to the development of the school's community, with strong, mutually supportive relationships with parents, partner schools and the broader community.

Purpose of the job

To carry out, as directed by the Head Teacher, the professional responsibilities of a main school teacher as set out in the current School Teachers' Pay and Conditions document and the Professional Standards for Teachers. Responsible to the Headteacher and in her absence other designated member of staff.

Employment Duties

- To perform in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of teachers' duties set out in that document.
- To keep up to date with all areas of the curriculum within the primary age-range and to support colleagues by sharing professional expertise and understanding.
- To maintain an overview of the identified curriculum area at Foundation Stage and Key Stage 1 and to advise colleagues accordingly.
- Plan, prepare and deliver instructional activities that facilitate active learning experiences and develop lesson plans.
- Establish and communicate clear objectives (Learning Questions) for all learning activities
- Prepare a stimulating, organised learning environment at all times providing a variety of learning materials and resources for use in educational activities
- Identify and select different instructional resources and methods to meet pupils' varying needs
- Observe and evaluate pupils' performance and development and maintain accurate and complete records of pupils' progress and development
- Instruct and monitor pupils in the use of learning materials and equipment
- Use relevant technology to support instruction
- Assign and assess class work, homework, tests and assignments
- Provide appropriate feedback on work in line with school policy
- Update all necessary records accurately and completely as required by laws, district policies and school regulations
- Prepare required reports
- Manage pupil behaviour in the classroom by establishing and enforcing rules and procedures

- Maintain discipline in accordance with the rules and positive behaviour management systems of the school
- Perform certain pastoral duties including, but not limited, to pupil support, counselling pupils with academic problems and providing pupil encouragement
- Participate in extra-curricular activities, such as social activities, sporting activities and after school clubs
- Participate in Staff meeting and Phase meetings including professional development
- Communicate necessary information regularly to pupils, colleagues and parents regarding pupil progress and pupil needs
- Keep up to date with developments in subject areas, teaching resources and methods and make relevant changes to instructional plans and activities
- To supervise the work of Teaching Assistant(s) relevant to the class.

Key Tasks

- The planning of work matched to the individual needs of the children and within the school's agreed policy and schemes of work.
- The assessment and recording of pupil's achievements progress within the statutory requirements and those of the school's assessment policy for EYFS / KS1 pupils
- Contribution to meetings and discussions necessary to ensure the co-ordination of the work of the school as a whole. Subject Leader Tasks
- Administrative duties – marking of registers
- Work co-operatively with the team in the planning, delivery and evaluation of the Subject Leader curriculum area.
- Contribute to decision making regarding best practice
- Support the school by keeping an overview of resources, keeping up to date with curriculum developments and developing the consultative aspect of the role. This could involve using curriculum days, staff meetings and in-service development.

General Expectations

The duties may be varied to meet changed circumstances in a manner compatible with the post held, at the reasonable direction of the Head teacher.

This job description does not form part of the contract of employment. It describes the way in which the teacher is expected and required to perform and complete the particular duties as set out above.

Signed: Teacher

Date: