



**S.M.I.T.H**

Safe, Motivational, Inclusive, a Team and Happy

## JOB DESCRIPTION

**Scale:** Main Scale

**Responsible to:** Head Teacher

**Responsible for:** A designated Class within the Primary Phase / a designated Area of learning (TBA)

### 1. Job Purpose

To deliver high quality learning and teaching for a designated class within the Primary Phase.

To work effectively as part of a team to ensure the continuous improvement of school priorities.

To manage a specified area of learning.

To support the Head Teacher in securing effective education for all pupils and the continuous improvement of standards of teaching and learning in the school.

To uphold, support and promote the ethos and policies of the school

### 2. Duties and Responsibilities

As set out in the School Teachers' Pay and Conditions Document, to play a major role under the overall direction of the head teacher to:

- (a) provide high quality learning and teaching for a designated class of pupils
- (b) work effectively as part of a team to secure the ongoing improvement of the school.
- (c) provide effective leadership for an area of learning

### 3. Teaching and Learning:

- Carry out teaching duties in accordance with the school's schemes of work and National Curriculum
- To be highly motivated with energy, vision and passionate commitment to high quality teaching and learning
- To be an outstanding classroom practitioner and lead by example
- To set targets for pupils' attainment levels
- To follow the school's policies for assessing pupil progress
- To liaise with colleagues to deliver units of work in a collaborative way

- To take an active role in the corporate planning of the school curriculum
- To participate in INSET sessions

#### **5. Assessment & Reporting:**

- To give a verbal report to parents at least bi-annually
- To maintain lesson evaluations
- To provide assessment reports to monitor pupils' progress
- To keep appropriate records on pupil progress using the school's pupil tracking system
- To deliver the school's policy on Balance Assessment
- To mark and return work in accordance with the school's Marking Policy
- To liaise with parents and attend consultation evenings

#### **6. Area of Learning Leadership:**

- Communicate effectively with colleagues, pupils and parents
- Develop whole school policies and schemes of work through close liaison with all staff
- Contribute to the School Improvement Plan by setting specific targets and action planning for your area of learning
- Make effective use of PPA time
- Monitor, evaluate and review your area of learning
- To keep a portfolio of evidence to show the range of work covered and samples to show continuity and progression
- To organise where relevant to your area of learning, visitors to school, suggest visits and provide general support for colleagues
- To attend relevant INSET courses and keep in touch with new developments in your area
- To meet regularly with Senior Leadership Team to discuss developments and targets.

#### **7. Management of Resources:**

To ensure appropriate resources are available for quality teaching and learning.  
Manage a designated budget as identified in the SIP

#### **8. Standards and Quality Assurance:**

- To work closely with the Senior Leadership Team and be proactive in creating and maintaining a good ethos in school based on self discipline, courtesy and mutual respect
- To have and promote high expectations in aspects of school life
- To play an active role in School Improvement
- To keep the Head Teacher well informed on any matters which affect the smooth running or atmosphere of the school
- To maintain the high standards within the school and to set a good example in terms of dress, punctuality and attendance
- To attend team and staff meetings

#### **9. Conditions of employment:**

The above responsibilities are in accordance with the requirements of the School Teachers' Pay and Conditions Document in terms of duties and working time.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

## **10. Review and Amendment**

This job description is subject to an annual review. Responsibilities are subject to any changes that may occur during the academic year.

This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually as part of the Teacher Appraisal Cycle.

**Signed** \_\_\_\_\_ **(Postholder)**                      **Date** \_\_\_\_\_

**Signed** \_\_\_\_\_ **(Head Teacher)**                      **Date** \_\_\_\_\_