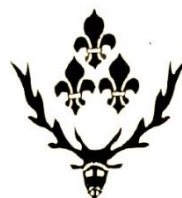


# Giffards Primary School

Queen Elizabeth Drive Corringham Essex SS17 7TG

Headteacher  
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## 'Valuing Everyone As Learners'

### Job Description – Teacher MPS

The post holder will take responsibility for a class of children, determined on an annual basis by the Headteacher and in accordance with the duties listed below.

<b>Responsible to:</b>	Headteacher
<b>Scope:</b>	Classroom teacher Subject co-ordination/leadership (expected for all teachers unless ECT)
<b>Salary/Grade:</b>	depending on experience

#### MAIN (CORE) DUTIES:

Beside the professional duties and personal and professional conduct expectations as described in the Teachers Pay and Conditions Document, which are required to be undertaken by teachers in the course of their employment, there are, in addition, certain particular duties that are reasonably required to be fulfilled and completed in a satisfactory manner.

It is the contractual duty of the post holder to ensure that his/her professional duties are discharged effectively.

#### PARTICULAR SPECIFIC RESPONSIBILITIES:

1. The postholder is responsible to their line manager for his/her duties, responsibilities and teaching tasks.  
The postholder will interact on a professional level with all colleagues and establish and maintain good working relationships, which will promote the development and effective delivery of the school curriculum and maximise pupils' achievement.
3. The postholder will be responsible for the supervision of the work of support staff and any students who may be on teaching practice or work placement.
4. The postholder undertakes the teaching of the pupils in his/her class and the associated pastoral and administrative duties in respect of those pupils, as well as the general responsibilities in the academy as agreed with the Headteacher.

#### GENERAL RESPONSIBILITIES:

1. Teaching all pupils in your class according to their educational needs and acknowledging that every lesson counts.
2. Creating a well-ordered and secure Learning environment that will ensure the educational wellbeing of individual children within the group.
3. Making effective use of ICT (including Remote Learning) to enhance learning and teaching.
4. Undertaking careful planning and delivery of the curriculum.
5. Ensuring careful and ongoing assessment of pupils' learning to inform further planning.
6. Ensuring that the curriculum is differentiated so that tasks and activities are matched to the ability of the pupils, allowing them to make progress at the right pace and level.

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7. Completing all assessments and records as determined by School policy and procedures in a timely fashion.
8. Working with School leaders to track the progress of individual children and intervene where pupils are not making progress.
9. Working with leaders to complete and teach individual pupil plans where pupils have specific needs (pupil profiles).
10. Ensuring that equal opportunities are implemented in the classroom and throughout the School.
11. Developing and maintaining positive relationship with parents, which involve them actively in the learning process.
12. Participating in planning and staff meetings.
13. Contributing to the whole school ethos by taking a leading role in display, particularly in own classroom and designated whole school/year group display areas.
14. Contributing towards the development of the school and implementation of whole academy and Trust policies.
15. Contributing and co-operating with other staff and professional agencies as appropriate to the needs of the pupils.
16. Undertaking in-service training for further development as a teacher.
17. Undertaking other duties, which may be reasonably assigned by the Headteacher, to ensure the smooth running of the school.

#### **OTHER RESPONSIBILITIES:**

##### **Subject coordination and leadership**

Co-ordinating activities relating to a subject area or areas, to include:

- Planning and managing associated resources/teaching materials, teaching programmes, courses of study, methods of teaching and assessment
- Giving guidance, support and encouragement to staff and leading in-service development sessions
- To be accountable for securing the highest standards of pupil achievement across a curriculum area, monitoring and evaluation of pupil achievement and setting targets for improvement
- To lead, develop and enhance the teaching practice of others in a curriculum area by evaluating, supporting, guiding and target setting
- To be accountable for the strategic leadership and management of a curriculum area, developing and implementing plans, policies, targets and practices within the context of the school's aims and policies

In addition, to undertake such duties of a similar nature as may be reasonably directed by the Headteacher from time to time. The duties and responsibilities of the post may vary from time to time, according to the changing needs of the academy.

#### **KEY ORGANISATIONAL RESPONSIBILITIES**

- To understand and apply consistently school policies
- To support the Headteacher and Senior Leadership Team in promoting the ethos, vision and values of the School;
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity;
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop;
- Establish constructive relationships with staff, to support achievement and progress of pupils
- To respect confidentiality at all times;

- To participate in the school's performance and appraisal process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager;
- To recognise that health and safety is a responsibility of every employee, to take reasonable care of yourself and others, and to comply with the School's policies in relation to Health, Safety and welfare and all other specific policies and procedures that apply to this role;
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach and maintain high standards in their own attendance and punctuality.

Teachers must understand, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

### **Information**

This job description is neither exclusive nor exhaustive, but sets out the main expectations of the school in relation to the post-holder's professional responsibilities and duties;

- An annual review of the job description and allocation of duties and responsibilities will take place as part of the Performance appraisal process;
- All posts are subject to an enhanced DBS check, satisfactory references and medical clearance.

The teacher shall be available to perform such duties at such times and places as may be specified by the Headteacher for the 1265 hours required in the Conditions of Service for full-time teachers. The travelling time to and from the place of work does not contribute towards this time. The teacher will, in addition to these requirements, work such additional hours as may be needed to enable her/him to discharge effectively her/his professional duties, including in particular the planning and preparation of children's work, marking and writing of reports, preparing teaching materials. The amount of time beyond the required 1265 hours allocated for such duties shall not be determined by the employer but shall depend upon the work needed to discharge the teacher's professional responsibilities.

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