

TEACHER JOB DESCRIPTION

POST: TEACHER

Grade: From M1 to M6

52 weeks x 32.5 hours per week

Responsible to: Chief Executive Officer, Trustees, Local Governing Body and Members of the Senior Leadership Team

Job Purpose

1. The classroom teacher is responsible for delivering learning in accordance with the Curriculum, designed by the Chief Executive Officer and Heads of School, based on school strategy and national guidelines.

Key Tasks and Activities:

- Understand the needs of individual children
- Develop pupils practical/ life skills
- Develop and prepare leaning materials according to the children's needs
- Maintain a well-equipped and organised classroom with appropriate displays, resource areas and materials for the children's use.
- Assist in the development, continuity and progression in all areas of the school curriculum by planning with colleagues as part of a team within the Key Stage or with all school staff.
- Represent school at curriculum meetings reporting back findings to colleagues within the school. Ensure that positive networks are built.
- Promote a rich, stimulating and caring environment to encourage all pupils to learn.
- Deliver effective learning for all.
- Monitor and assess own performance.
- Report progress against targets
- Manage pupil behaviour and standards, encouraging a high standard of behaviour and mutual respect between all members of the school community.
- Gain an understanding of each child's previous educational experience and have adequate knowledge of their home background including medical concerns ethnic origin home language and religion.
- Celebrate the achievements and creativity of all pupils.
- Ensure the school's open door policy is fully implemented so that parents are made to feel important and welcome visitors.
- Is supportive and sensitive to the needs of colleagues

- Observe patterns of behaviour including absence and punctuality highlighting concerns to the head of school.
- Keep up to date with relevant initiatives and development in areas of expertise.

Key Skills and Competencies:

Qualifications

- Degree level qualification
- Post graduate professional Qualification e.g Post grade certificate in Education
- Willingness to continue professional development.

Communication

- Apply effective verbal communication skills
- Present information and ideas clearly, by using language appropriate to the audience.
- Influence the opinions of others through factual discussion.
- Adapt personal style to suit individual situation and needs.
- Create an environment of trust by delivering on promises.
- Utilise report-writing skills to accurately reflect a situation through positive language.
- Be willing to lead staff meetings as appropriate.

Other skills required for role

- Exercise flexibility in order to accommodate changes in work priorities.
- Balance tasks and recourse in the organisation of a wide range of activities.
- Provide contingencies to deal with the unexpected.
- Think clearly and logically in working through a problem making referrals as appropriate
- Anticipate workload and plans ahead
- Monitor progress against key performance indicators
- Enthusiastic and positive attitude.
- Awareness of the needs of children who have English as an additional language.

Accountability / Freedom to act

- Make routine decisions based upon guidelines and procedures laid down in the established framework.
- Contribute towards the effective delivery of performance targets, objectives and standards.
- Lead by example in standards of behaviour in the work environment.

Leadership / Management Skills

- There are no defined leadership responsibilities.

General Comments

- The Classroom Teacher teaches classes of approximately 30 children.
- To be successful in this role they must readily adapt to constantly changing curriculum, modifying lesson preparation and delivery accordingly.
- They operate strictly in accordance with the school policies and procedures and have limited scope for decision making outside of these frameworks.

Safeguarding

- To be alert to issues of safeguarding child protection ensuring that the welfare and safety of children attending the school/ Nursery is promoted and safeguarding and report to any child protection concerns to the designated child protection lead using safeguarding policies procedures and practices.
- Prevent, identify and minimise risk of interpersonal abuse or violence, safeguarding children and other vulnerable people, initiating the management of cases involving actual or potential abuse or violence where needed
- Be aware of and update colleagues, as appropriate to comply with current legislation and policies affecting practices
- Promote health and safety throughout the school and comply with the school's safeguarding and child protection policies.