

Fir Tree Primary School and Nursery

Teacher

Job description

Job purpose

To ensure the effective education of the pupils for which you have class/group responsibility, in accordance with the 'Excellence and Enjoyment' Document and 'Every Child Matters.'

To ensure the positive social and aesthetic development of all pupils throughout the school.

Professional duties

- To promote the well-being, emotional, social, aesthetic and intellectual development and progress of each child in the class by
 - a/ teaching effectively and meeting the varied and special needs of the pupils
 - b/ providing a suitable and stimulating environment for these to take place
- To teach the National Curriculum as detailed in the Programmes of Study and to organise class activities on the basis of accepted School practice, as in the school policy documents.
- To ensure the safety and discipline of all children in the school, at all times, including playground supervision. Implement and review the School Behaviour Policy.
- To develop and maintain a harmonious and constructive home/school partnership.
- To consult with and inform parents about children's progress, attainments and attitude.
- To work harmoniously with all members of staff and to undertake an appropriate share of collective responsibilities including participation in and contribution to team-planning, self-evaluation, in-service training and professional development.
- To share expertise and to accept help and advice from other members of staff with special skills.
- To support the policies and objectives of the school, laid down in regular reviews with the Head and Curriculum Co-ordinators.
- To keep abreast of current educational theory and practice.
- To share in responsibilities for school assemblies on a regular basis.
- To create and maintain an exciting, attractive and stimulating environment.

Management duties

- To assume responsibility for the classroom and all the equipment contained within it, ensuring that the resources are kept clean, tidy and appropriately labelled.
- To organise, support and liaise with non-teaching staff for the benefit of all pupils.
- To establish good working practices with Teaching Assistants for the benefit of children with Special Needs.

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- To observe and be aware of children who may have additional social or physical needs. To alert the Head and Learning Support Leader so that appropriate medical or psychological staff may be contacted, and to provide reports on these children when required.
- To share in the training of student teachers and others. To liaise with college lecturers, external advisors or other supervisors and to complete any necessary reports when required.
- To attend staff, business and planning meetings, training days and parent evenings and to review curriculum areas as required.
- Take responsibility for a / some curriculum area(s) (Not applicable to NQTs) and demonstrate developing excellence in that area through classroom practise.

Administrative duties

- To maintain an accurate register of the children's attendance at school.
- To complete effective topic and weekly planning.
- To compile and maintain adequate records of each child's progress and achievements throughout the school year and to complete a report for parents at the end of the school year.
- To keep an accurate record of work covered in all areas of the curriculum and to have available class planning documents.
- To participate in School Improvement Planning with the Head.
- To collect money throughout the school year and ensure it reaches the School's Administration Officer.

Performance Management

- To meet with personal line manager to review previous targets, linked to Performance Management and set new ones.
- To be observed termly, linked to teaching and learning standards.
- To respond positively to feedback.
- To attend training, relevant to Performance Management or observation targets.

Continuing Professional Development

- To keep an accurate record of CPD opportunities attended.
- To keep a personal CPD folder of training, performance management, work samples, data...
- To fill out a 'review' form before and after attending / undertaking CPD opportunities.
- To be willing to disseminate findings to staff within a staff meeting or training day.
- To carry out any necessary changes to current practise.