

JOB DESCRIPTION

Job Title:	Teacher
Salary:	Main Pay Scale (M1 – UPS)
Status:	Full time – fixed term contract – maternity cover
Job Location:	Bernard Gilpin Primary School
Responsible to:	Headteacher

The responsibilities of the post are to be performed in accordance with the provisions of the most up to date edition of the School Teachers' Pay and Conditions document and within the range of teachers' duties set out in that document

Purpose of Job:

- To carry out professional duties of a school teacher under the reasonable direction of the Headteacher.
- To support the ethos, values and aims of the school community.
- To be responsible for the day-to-day work and management of the class and the safety and welfare of the pupils, during on-site and off-site activities.
- To actively contribute to the wider life of the school during the whole school day and after school clubs.
- To contribute to and follow the agreed policies of the school.

Main duties and responsibilities:

- To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning
- To plan and prepare lessons in order to deliver the National Curriculum ensuring breadth and balance in all subjects
- To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations
- To maintain good order and discipline among the pupils, safeguarding their health and safety both in school and on educational visits
- To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities
- To be committed to whole class teaching and quality intervention
- To plan opportunities to develop the social, emotional and cultural aspects of pupils' learning
- To maintain a regular system of monitoring, assessment, record-keeping and reporting of children's progress
- To ensure all children make at least good progress
- To ensure effective use of support staff in the classroom
- To participate in staff meetings as required
- Contribute to the development and co-ordination of a particular area of the curriculum
- To be part of the whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and assessment and pastoral arrangements
- To ensure that the school policies are reflected in daily practice

- To communicate and consult with parents/carers over all aspects of their children's education – academic, social and emotional
- To liaise with outside agencies where appropriate
- To continue professional development, maintaining a portfolio of training undertaken
- To meet with parents/carers and appropriate agencies to contribute positively to the education of the children concerned
- To support the Headteacher in promoting the ethos of the school
- To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures

Main Scale teachers must meet the core professional standards C1-C41.

General Requirements

- To attend and participate in training and development courses as required
- To participate in regular supervision sessions and annual performance management
- To work collaboratively with colleagues as part of a professional team
- To be an effective role model for the standards of behaviour expected of pupils
- To promote and safeguard the welfare of children and young people that you come into contact with adhering to all specified procedures
- To have due regard to confidentiality, safeguarding procedures, health and safety, other statutory requirements and the policies of the school and Local Authority
- To undertake any other duties commensurate with the post as determined by the Headteacher

Statutory requirements

- **The successful applicant will undergo an enhanced disclosure from the Disclosure and Barring Service**
- The postholder must act in compliance with the GDPR principles in respecting privacy of personal information held by the Council and school
- The postholder must comply with the principles of the Freedom of Information Act in relation to the management of school records and information
- The postholder must carry out their duties with full regard to the Council's Equal Opportunities Policy, Code of Conduct, Child Protection Policy, and all other Council policies
- The postholder must comply with the Council's Health and Safety rules and regulations and with Health and Safety legislation

January 2024