

JOB DESCRIPTION



Job Title: Primary Teacher
Responsible to: Head Teacher
Hours of work: Monday to Thursday, 08:30 hrs -16:30 hrs. Friday 08:30 hrs - 15:30 hrs

MAIN RESPONSIBILITIES:

- Provide good/outstanding teaching and learning to secure high attainment of pupils, in collaboration with other members of the teaching team.
- Provide a nurturing classroom and school environment that helps pupils to develop as learners.
- Consistently plan, resource and deliver lessons that allow stimulating and enjoyable learning to take place across all abilities.
- Deliver effective literacy learning to ensure literacy is embedded for all children.
- Help to establish and maintain excellent standards of behaviour for learning.
- To write, implement and evaluate half termly plans.
- To write, implement and evaluate weekly/daily plans.
- To record and evaluate children's progress using relevant evaluation procedures.
- To assess and 'level' children, as required by subject
- To write annual reports.
- Provide feedback for pupil's Annual Review reports.
- To manage behaviour according to the school Behaviour management Policy.
- To liaise closely with and manage the Learning Support Assistant (LSA) regarding record-keeping and behaviour management.
- To attend staff meetings as required.
- To attend annual parent feedback evenings, liaise with parents as required under the guidance of the Head Teacher/Assistant Head of Primary.
- To attend INSET, and ensure Continuing Professional Development.
- To deliver INSET, as required.
- To be fully aware of all applicable Talbot House Trust Policies.
- To provide an environment for the children that enables them to realise their potential and maximise their academic, social, physical and emotional development.
- To be flexible and carry out any other duties as may be reasonably required and directed by the Head Teacher.

SPECIFIC DUTIES:

Teaching and Learning:

- To be a consistently good/outstanding teacher and deliver engaging and effective lessons that motivate, inspire and improve pupil attainment.
- Plan and prepare engaging lessons based on agreed schemes of work.
- Use regular assessments to monitor progress, set targets and determine appropriate intervention.
- Maintain regular and productive communication with parents, to report on progress and to relay other relevant information.
- Maintain accurate pupil progress that can be used to make teaching more effective
- Identify the intervention needs of pupils and appropriate strategies to improve attainment.

- Appropriately deploy Teaching Assistants assigned to your subject.

Progress and Achievement of Pupils:

- Ensure that all pupils are given quality feedback in order to make rapid and sustained progress.
- Monitor and evaluate standards of achievement and pupil progress
- Identify any underachievement and share with the Assistant Head of Primary and Special Educational Needs Co-ordinator (SENCO).
- Ensure assessment outcomes impact positively on pupil progress for all pupils.
- Produce comprehensive end of term reports in a timely manner.

Other:

- To support Talbot House Trust's commitment to safeguarding children and promoting their welfare and contribute to the overall ethos/work/aims of the school.
- To be a strong role model for pupils.
- Be aware of, and comply with key policies and procedures, for example, health and safety, equality and diversity, security, confidentiality, data protection, reporting all concerns to line management.
- Operate as a supportive member of the teaching team by providing support and assistance to other members and attending and participating in team meetings.
- Participate in training, other learning activities and performance development as required.

The above list is not exhaustive and other duties may be attached to the post from time to time at the discretion of the Head Teacher. Variation may also occur to the duties and responsibilities without changing the general character of the post.