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| **Job Description: Primary Teacher**  **Name:**  **Responsibility(ies):**  **See additional job description(s) for Subject Leader and / or Phase Leader if relevant**  **This job description applies to all Teachers and covers the duties and expectations for all Subject Leaders (Main and Upper Pay Ranges).**  **This document should be read alongside the current Teacher Standards and Trust guidance for expectations at each pay point (MPR & UPR)**  **This School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.** | |
| **Aims of Post** | * To meet all the requirements of the current Teacher Standards and Trust guidance for expectations at each pay point (MPR & UPR) * To work alongside SLT regarding improving attendance for all pupils ensuring Trust policy and strategies are implemented rigorously and consistently * To sustain and improve the quality of education offered to the pupils taught through promoting the highest possible standards in an environment which is conducive to excellence in learning and teaching * To consistently implement the curriculum intent (equality) accessible to all by adaptive teaching (equity) * To present the curriculum in a manner which inspires wonder and a thirst for understanding ensuring pupils are motivated and encouraged to achieve their best * To promote the ethos of the school environment through participation in the construction and implementation of the school improvement plan * To monitor the progress of pupils and provide support to ensure maximum personal and academic growth |
| **General** | * To cultivate and develop self-reflection, self-improvement to ensure Professional Growth and Development which secures high standards of teaching and learning * To respond to parent enquiries and provide information to Parents / Carers following agreed school protocols and expectations * Attendance at Parent / Carer Meetings |
| **Safeguarding, Health and Safety** | * To promote and safeguard the welfare of pupils for whom you are responsible and with whom you come into contact with * To maintain good order and discipline among the pupils and safeguard their health and safety both when they are on school premises and when they are engaged in authorised school activities off the school premises |
| **Communication and Meetings** | * To attend and actively engage in Phase / Staff Meetings and other meetings as appropriate. * To follow the agreed procedure when communicating with Parents / Carers on pastoral / academic matters * To play an active part in Parent/Carer Meetings, Parent / Carer workshops, liaison events with partner schools and other agencies. * To actively engage with EYFS / National Curriculum / Wider Curriculum subject specific knowledge and pedagogy research, forums. blogs, publications etc to keep up to date and disseminate this in Phase and Staff Meetings |
| **Teaching and Learning responsibilities** | * To deliver the curriculum intent (long term plans) including coverage and progression of EYFS Curriculum and National Curriculum relative to class / group being taught * To use a variety of adaptive delivery methods / strategies to stimulate learning which is accessible and appropriate to pupil abilities and needs. * To prepare and update subject / curriculum materials in liaison with Subject and Phase Leaders. * To ensure a high-quality learning experience for pupils which meets internal and external quality standards. * Within the guidance presented in the school Assessment Policy, Trust Assessment schedule assess, record, report and analyse attendance, progress, attainment and personal development of pupils including use of Insight. * Within the school’s Marking & Feedback Policy and Homework Policy, set and mark work appropriate to the needs of each pupil and provide constructive feedback to facilitate progression. * To undertake assessment of pupils as required by internal (Trust Assessment Schedule) and external procedures (e.g. EYFS Baseline, EYFS Profile, Y1 & Y2 Phonics Screening Check, Y4 Multiplication Tables Check, KS2 SATs). * To consistently apply the agreed school Behaviour Policy to ensure that effective learning can take place. * To maintain discipline and use appropriate rewards and sanctions in line with agreed school policy. * To ensure the effective development and application of Reading, Writing, Maths and Computing skills within the context of all curriculum areas. * To optimise the use and impact of class / phase support staff. |
| **Core duties with regard to:**  **a). Curriculum implementation and continuous development**  **b). Quality Assurance**  **c). Management of Resources**  **d). Professional Growth**  **e). Pastoral Support for Learning** | a).   * To work with all Subject Leaders in developing the teaching and learning programmes to ensure that the programmes remain relevant and up to date. * To develop resources to enhance the teaching and learning programmes for pupils. * To contribute to and implement agreed actions within the School Improvement Plan and Subject Improvement Plans. * To work with Subject Leaders in revising curriculum maps to ensure coverage and progression * To contribute to the further development of the curriculum areas under the guidance of the Subject Leader. * To contribute to and/or to reflect developments in whole school approaches to teaching and learning.   b).   * To contribute to the process of monitoring and evaluation across the curriculum. This will be within the school procedures for quality standards and performance, including the analysis and evaluation of internal & external assessment data. * In the light of evaluation procedures, each teacher should review their own teaching and learning strategies. As may be required, they should contribute to development work in the designated pedagogy and / or subject area and to whole school initiatives / priorities detailed in improvement plans, (whole school / subject specific).   c).   * To contribute to the efficient and effective use of resources within the school, for the benefit of all colleagues and pupils. * To assist Subject Leaders in identifying resource needs to ensure curriculum intent can be implemented across all areas of the curriculum. * To contribute to the process of ordering equipment and materials and to work with colleagues to ensure fair and reasonable allocation of resources.   d).   * To remain committed to the notion of Professional Growth and Development by participating in the internal and external programme of professional development. * To contribute to the Professional Growth and Development of colleagues by participating in, and from time to time leading, subject / phase discussions relating to subject knowledge / pedagogy. * To engage actively in Professional Growth and Development cycle. * To shape challenging and measurable goals, ahead of the annual dialogue with Reviewer, with a view to further developing teaching and learning strategies and optimising pupil progression and attainment. * In aspiring to career development, to understand the criteria for the Post Threshold Status and Upper Pay Range progression.   e).   * To be a Class Teacher to an assigned group of pupils and or Subject Teacher to assigned groups of pupils * To promote the personal and academic progress of individual pupils and of the Class / Group as a whole. * To liaise with the Pastoral Team / Phase Leader and other support agencies on a needs basis to facilitate maximum progress. * To register pupils, accompany them to assemblies and encourage them to make the most of the opportunities that the school offers. * To evaluate and monitor the academic progress / attainment of pupils including use of Insight. * To communicate, as appropriate, with Parents / Carers. * To liaise with Designated Safeguarding Leaders in accordance with School / Trust Policy if and when necessary. * To ensure Leaders and Pastoral Teams are kept informed of any underlying emotional or social factors affecting pupils’ progress, mental health and / or well-being. |
| **Professional Standards** | Refer to current Teacher Standards document and Trust guidance for expectations at each pay point (MPR & UPR) |

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.

In addition to the above, the post holder is expected to

* undertake any other duty as specified by the School Teacher Pay and Conditions Document (STPCD) and Trust guidance for expectations at each pay point (MPR & UPR not mentioned in the above
* participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements
* comply with the school’s Health and Safety Policy
* support the school in meeting its legal requirements for worship
* actively promote the school’s corporate policies
* be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

This job description is current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job which are commensurate with your salary and job title.

This job description will be reviewed at each end of year appraisal / performance review cycle meeting.

Signature …………………………………………………………………. Date ………………………….

(Principal)

Signature …………………………………………………………………. Date ………………………….

(Postholder)

Signed at end of year performance review / appraisal cycle:

Sept 2025….…………………………………………………………… Date

Sept 2026………………………………………………………………. Date

Sept 2027………………………………………………………………. Date