



## **Brading CE Controlled Primary School**

### **JOB DESCRIPTION - Teacher**

**Responsible to:** Headteacher

**Job Purpose:** To provide teaching and learning opportunities in a classroom setting

#### **Responsibilities and related tasks**

All teachers are subject to the Conditions of Employment set out annually in the School Teachers' Pay and Conditions Document. These detail the professional and particular duties required of teachers, together with requirements for management time, working time, guaranteed planning and preparation time. The school complies with these requirements in order to make reasonable demands of teachers.

It is expected that all teaching staff will:

**1. *Cultivate respect and good relationships between all children and adults involved in the school community to ensure a partnership approach.***

#### **A teacher will:**

- ◆ Establish within their area an environment in which children feel valued and secure, and where mutual trust and respect are given priority.
- ◆ Support the principles and practices outlined in the school's Discipline Policy.
- ◆ Establish and maintain effective links with colleagues to encourage a team approach to all aspects of school life, which will facilitate the passing on of information.
- ◆ Support the development and maintenance of positive links with parents, the community and school governors.
- ◆ Develop skills as a reflective practitioner

**2. *Set high standards of classroom organisation, management and practice.***

#### **Each teacher will:**

- ◆ Be responsible to the Headteacher for the educational care and development of all children who have been allocated to them.
- ◆ Maintain a cheerful, well organised and stimulating environment, where children are engaged with the learning process.
- ◆ Develop and use a range of appropriate styles of teaching to facilitate the learning process for all children in their care.
- ◆ Set high standards for the children's attainments and have high expectations for their progress.
- ◆ Be aware of the needs of the children in their care and provide a teaching programme that meets those needs and complies with National Curriculum and QCA documents.
- ◆ Plan and prepare a range of appropriate tasks for the children in their care.
- ◆ Maintain up to date reports and records concerning individual children's progress and the programme of work that has been planned for the children.
- ◆ Review and evaluate their own and their children's work on a regular basis thus maintaining the high standard and quality of their work.
- ◆ Participate fully in the monitoring and performance management programmes.

### 3. *Support and develop the philosophy of the school.*

#### Each teacher will:

- ◆ Discuss matters of concern regularly with the Headteacher in relation to:
  - Individual children
  - the needs of the school
  - their needs in terms of professional development/in-service training.
  
- ◆ Comply with agreed school policy documents, i.e. Discipline, Health and Safety, Curriculum Guidelines.
- ◆ Be prepared to offer curriculum specialism as a personal interest in order to contribute to the development of the school aims, policies and practice.
- ◆ Work in conjunction with the Head and senior management team to maintain awareness of that curriculum area and to maintain resources and ensure easy access.
- ◆ In consultation with the Head and the Inclusion Lead ensure access to the subject by all pupils.
- ◆ Keeping up to date by reading relevant policy documents, attending courses and visiting other schools.
- ◆ Establish practices that ensure that resources are safeguarded and well maintained.
- ◆ Be prepared to accept changes to the above specifications in response to the changing needs of the school and the School Development Plan.
- ◆ Effectively contribute to the SEF process.

**Generic quality statement:** Brading Primary School expects that its staff will adhere to its policies and procedures. All members of staff are expected to be familiar with procedures and undertake appropriate activities to support their learning and development.

**Safeguarding** – Brading Primary School is committed to safeguarding and promoting the welfare of children and vulnerable adults and operates stringent safer recruitment practices.

**Diversity and Equality** - All employees are expected to treat others with dignity and respect.

**Health and Safety** – Brading Primary School has a duty to protect employees and all employees have a duty to protect themselves and others from harm as far as is reasonably practicable.

**Data Protection and ICT Security** – All employees are required to ensure that any information or data collected or input in to Brading’s system complies with the standards set out and any associated processes that are specific to an area of work.

*This job description is correct as at the date given below. In consultation with the postholder it is liable to variation by management to reflect or anticipate changes to the job. As a term of employment the postholder may be required to undertake other duties in this post or, following consultation, any other post.*

**Signed** ..... **Date** .....

**Name** .....

**Headteacher** .....