



JOB DESCRIPTION

JOB TITLE	Key Stage 2 / Key Stage 3 Teacher
SALARY	Teacher's Pay Scale
WORKING TIME	195 days per annum; full time
DISCLOSURE LEVEL	Enhanced

The Core Purpose of the Teacher

To provide a high quality of education to children across Key Stage 2 and 3 that allows every child to reach his/her potential and develop, as an independent learner, within a safe and stimulating learning environment.

1. Duties and Responsibilities

The particular responsibilities attached to the post of Class Teacher are as follows:

- to teach pupils according to their educational needs;
- to control and oversee the use and storage of teaching materials and resources provided for class usage and to supervise the work of Teaching Assistants relevant to groups taught;
- to maintain an environment conducive to learning by following the school Behaviour for Learning Policy and procedures;
- to attend and contribute to faculty meetings, staff meetings, discussion and management systems necessary to co-ordinate the work of the school as a whole;
- to promote equal opportunities within the school and
- be responsible for promoting and safeguarding the welfare of children that he/she are responsible for/come into contact with, in accordance with the school's safeguarding and Child Protection Policy.

2. Key Tasks

The key tasks attached to the teacher are:

- to plan stimulating and engaging lessons in accordance with the School's Curriculum, that take into account the abilities of the children in the allocated groups;
- to assess pupils' attainment, achievement and progress in accordance with relevant school policies and arrangements;
- to monitor and report to parents on the progress of pupils taught;
- to be a Form Tutor to an allocated group of children and be responsible for their pastoral care and well-being;
- to adhere to all school policies;
- to provide extra-curricular activities.

3. Knowledge and Skills

- to have an appropriate knowledge and understanding of the subject(s) taught;
- to understand how children learn effectively and be able to use a variety of teaching and learning strategies;
- to have excellent interpersonal skills.

4. Relationships

- The postholder is responsible to the Headteacher in all matters, and to the relevant Faculty Leader in respect to curriculum matters and the Assistant Head Teacher in charge of the KS (Key Stage Leader) in pastoral matters.
- The postholder also interacts on a professional level with colleagues and seeks to establish and maintain positive productive relationships with them to promote mutual understanding of the school curriculum with the aim of improving the quality of teaching and learning in the school.
- The postholder is responsible for establishing professional positive and effective relationships with pupils, parents and other stakeholders, which are based on mutual respect.

5. Working Environment

- to develop a well ordered, tidy and stimulating classroom environment to support pupils' learning;
- to use displays as an effective teaching and learning tool and to celebrate pupil achievement and success.

Additional Duties

- Play a full part in the life of the school, to support its ethos and to encourage staff and pupils to follow this example.
- Undertake any other duty specified in the *School Teachers Pay and Condition document (STPCD)* not mentioned above.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description (whilst the main duties of the post are explained above, each individual task may not be specified).
- Employees are expected to be courteous to colleagues and provide a welcoming environment for visitors to the school.
- The school will endeavour to make any necessary and reasonable adjustments to the job and the working environment to enable access to employment for disabled job applicants or continued employment for any employee who develops a disabling condition.
- The job description may be amended at any time following discussion with the Head teacher and member of staff and will be reviewed annually.