



## **Job Description - Primary Teacher**

### **Primary Phase**

#### **Responsible to: Head of Primary and Executive Head Teacher**

The duties of teachers are spelled out in the Teachers' Pay and Conditions Document.

The list that follows reflects the needs and developments of the school at present. As this changes, so will the activities and there will be regular reviews of this job description and amendments from time to time.

#### **The Role**

In addition to those classroom responsibilities that are common to all classroom teachers in the school, the class teacher's overriding responsibility will focus on achieving the highest standards of learning and teaching.

The teacher must be an excellent classroom practitioner and preferably have experience of teaching in Key Stage One and Two. For the first year, we are looking for our Year 5 class teacher.

#### **Specific Responsibilities**

##### **Class teacher**

Key objectives will be to exercise their professional skills and judgment to:

- Lead, manage and develop the curriculum delivered to all pupils in the class
- Lead, develop and enhance practice of all colleagues working with pupils in the class
- Use data effectively to make informed choices about the curriculum
- Liaise with teams of teachers to ensure curriculum continuity and progression
- Effectively liaise with external agencies
- Interact on a professional level with colleagues, establishing and maintaining good working relationships to promote development and effective delivery of the curriculum and maximise children's achievement
- Record and evaluate children's progress as well as monitoring individual children's progress and planning for their future needs
- Achievement of these key objectives will involve professional responsibility for the work of all staff as well as parents and others working in a voluntary capacity
- Provide parents/carers with information about learning to maximise involvement in the classroom and the learning process
- Assisting in the development and implementation of school policies and management systems, including the College Improvement Plan
- Maintaining, developing, and monitoring the use of resources and advising the Head of Primary on the resourcing needs
- Undertaking other duties which may be reasonably assigned by the Executive Head Teacher and Head of Primary to ensure the smooth running of the school.