



## SUTTON COURTENAY PRIMARY SCHOOL

### JOB DESCRIPTION – Teacher

Salary Scale: M1-6

Effective date: 1<sup>st</sup> September 2024

#### 1. General Responsibilities:

i) The education and welfare of the designated class, in accordance with the requirements of:

- The current School Teachers Pay and Conditions Document
- The National Curriculum
- The aims, objectives and schemes of work of the school
- Any policies of the Governing body
- Health and Safety guidelines

To include:-

- Plan, organise and maintain a learning environment appropriate to the developmental needs and interests of children in your class
- Deploy TAs
- Develop and maintain effective communication links and partnership with parents of the children in the class
- Provide within the setting a balanced, structured curriculum paying due regard to current research on how children learn.
- Motivate children in their learning and establish a consistent, stable relationship with them. There is an expectation of the teacher to present a model of clear communication and develop an enabling and helpful style
- Encourage pupils to develop independence and self-motivation.
- Have a clear commitment to equality of opportunity for all children
- Make provision for children with special educational needs, with reference to the SEN Code of Practice
- Make provision for children for whom English is an additional language
- Assess children's attainment throughout the year in line with school schedule, establishing clear system for collection of data and evidence.
- Take responsibility for personal professional development, and assist the development of school-based INSET
- Liaise with appropriate support agencies such as health visitors, social workers
- Take part in school activities and meetings when appropriate
- Liaise with partnership schools and be part of the partnership network
- Work within a team for subject coordination and leadership

ii) Sharing in the corporate responsibility for the discipline and well being of all pupils in the school

iii)

#### 2. Subject Leader

- To have an overview of curriculum delivery across the school
- Review the Scheme of Work and ensure coverage of National Curriculum
- To work with teachers and Trust leaders to develop strategies for promoting innovative our curriculum
- Support individual teachers with planning in more detail if required or appropriate
- Report to the Governing Body as required

- Review assessment and tracking procedures to ensure that there is evidence backed assessment levels for each child
- Audit resources and teaching materials in line with curriculum development
- Support other teachers in teaching in the classroom as appropriate or required
- Work with Partnership and Trust colleagues as appropriate
- Attend training relevant to the role and disseminate to teachers through staff meeting schedule

### 3. **Health and Safety:**

#### Teaching staff:

- Produce health and safety risk assessment guidance and documentation as appropriate especially in Art, Design & Technology, ICT, Science, PE and off-site school trips and activities
- Ensure all hazardous equipment and materials are appropriately marked, assessed, maintained and used by a competent person.
- Complete risk assessments and review procedures periodically
- Annually undertake personal training needs analysis
- Check that pupils are aware of health and safety issues and that these are being continually reinforced

#### All employees:

- Cooperate with health and safety requirements.
- Report all defects on the maintenance forms and return them to the office.
- Complete and action risk assessments for all potentially hazardous on/off site activities.
- Use, but not misuse things provided for their health, safety and welfare.
- Do not undertake unsafe acts.
- Inform Headteacher of any "Near-Misses".
- Are familiar with the emergency action plans for fire, first aid, bomb, security and off site issues.
- Raise health, and safety and environmental issues with pupils.

### 4. **Safeguarding:**

- Have due regard for safeguarding and promoting the welfare of children and young people.
- Follow all associated child protection and safeguarding policies as adopted by the school/local authority (LA).
- To uphold and promote British Values.

This job description may be updated at any time after discussion with you but in any case will be reviewed before 31st October 2024.

#### To whom responsible:

**Headteacher**

Date:

Signed

Headteacher:

Teacher: