

SUMMERSWOOD PRIMARY SCHOOL

Job Title	Teacher
Pay Scale	MPS
Hours	Full time
Responsible to	Headteacher

Teachers conditions of employment

- All teachers work within the framework of national legislation and the contractual Duties of a Teacher on Main Professional Grade as set out in the Conditions of Employment of School Teachers
- To agree and work within Summerswood Primary School Policies and Guidance with regard to the curriculum and organisation of the school. (policies can be amended at any time during the school year)
- To agree and work within the National and LA policies as adopted by the School Governors with regard to equal opportunities/inclusion.

Tasks and duties

Teaching and learning

- Be responsible for implementing the National Curriculum
- To prepare and produce plans of appropriate work (in accordance with school policies e.g. Teaching and Learning) and to meet the needs of all pupils
- To use formative assessment to develop appropriate planning
- To implement the school behaviour code and its related rewards and punishments (in line with school policies and procedures)
- To maintain a stimulating classroom environment
- To ensure IT is embedded in all curriculum subjects, both in the planning and deliver
- To work constructively to achieve the understanding and support of parents in the life and work of the school.

Record keeping/Assessment/Reporting

- To maintain (through planning) records of learning
- To maintain assessment records for pupils in your class and submit progress data when required
- To prepare end of year reports for all pupils taught
- To prepare for and attend Parent Interview evenings
- To set and renew targets with the Headteacher to maintain progress for pupils

Leadership/Professional Development

- To take on the role of a subject leader (not NQTs)
- To be aware of current educational thinking and practise by attending training
- To participate in appraisal with the Headteacher / designated appraiser
- To attend weekly morning meetings, staff meetings and Inset days

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Supervisory duties

- To be responsible for before school and break duty once a week
- To supervise own class during a wet break time
- To supervise the admission and going home of children at the beginning and the end of the day
- To be present in the classroom at least 10 minutes before the official start and finish of session times to meet with parents as needed

- **This job description does not prescribe the use of directed time**
- **Modifications to this job description may be made by the Head Teacher or may be sought by the post holder at any time when it may become necessary or desirable**

Teachers in the upper pay scale can be expected to make a particular contribution to building team commitment in line with the statutory requirement to meet threshold standards.

In particular, teachers at UP3 will:

- provide a role model for professional practice in the school
- make a distinctive contribution compared with other teachers
- contribute effectively to the wider team.
- The description as set out above should not be interpreted as the minimum required. It would be expected that the Post Holder would contribute much to the life of the school.

You are invited to use your initiative to improve the quality of education received by the children.

Health and Safety – ensure all staff and pupils are aware of the safe use of resources and take appropriate safety measures regarding materials/apparatus where/when necessary including formal risk assessment procedures where necessary.

Signed.....date
Head Teacher

Signed.....date
Teacher