

Post Holder:	
Post Title:	Teacher
Post Purpose:	<p>Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).</p> <p>To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for children and to support a designated curriculum area as appropriate.</p> <p>To monitor and support the overall progress and development of children as the class teacher.</p> <p>To facilitate and encourage a learning experience which provides children with the opportunity to achieve their individual potential.</p> <p>To contribute to raising standards of children's attainment.</p> <p>To share and support the school and Trust's responsibility to provide and monitor opportunities for personal and academic growth.</p> <p>To be responsible for safeguarding and promoting the welfare of children and to ensure that teaching and learning takes place in a safe environment</p>
Reporting to:	Headteacher
Working Time:	44% as specified within the STPCD
Salary/Grade:	Main Scale
Place of Work:	Your principal place of work will be Girton Glebe Primary.

Teaching

- To teach children according to their educational needs, including the setting and marking of work to be carried out by the children in school and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of children and to keep such records as a required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual children and groups of children.
- To undertake a designated programme of teaching.
- To ensure a high-quality learning experience for children which meets internal and external quality standards.
- To prepare and update teaching and learning materials.
- To use a variety of delivery methods, which stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain discipline in accordance with the school's positive behaviour policy and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of children as requested by external examination bodies, departmental and school and Trust procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.

Operational and Strategic Planning

- To assist in the development of appropriate syllabus, resources, schemes of work, marking policies and teaching strategies in the school.
- To contribute to the school's curriculum planning and its implementation.
- To plan and prepare individual lessons.

Curriculum Provision/Development

- To assist the Lead Teachers and Lead Practitioner to ensure that the curriculum area provides a range of teaching, including extra-curricular activities, which complements the School and Trust's strategic objectives.
- To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of children, examining and awarding bodies and the School and Trust's Vision and Strategic Priorities.

Staffing

- To take part in the school staff development programme by participating in arrangements for further training and professional development.

Additional duties

- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the appraisal process.
- To ensure the effective/efficient deployment of classroom support.
- To work as a member of a designated team and to contribute positively to effective working relations within the school and Trust as a whole.

Quality Assurance

- To help to implement School and Trust quality procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation of the curriculum area/department in line with the agreed school and Trust procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
- To review, from time-to-time, methods of teaching and programmes of work.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

Management Information

- To maintain appropriate records and provide relevant accurate and up-to date information for the School Management Information System, registers etc.
- To complete the relevant documentation to assist in the tracking of children
- To track children's progress and use information to inform teaching and learning.

Communications and Liaison

- To communicate effectively with the parents/carers of children as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school and across the Trust.
- To follow agreed policies for communications in the school and Trust.
- To take part in liaison activities such as parents' evenings, parent workshops and Open Afternoons
- To contribute to the development of effective subject links with external agencies.

Management of Resources

- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist school leadership to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the trust, school and the children.

Pastoral System

- To promote the general progress and well-being of individual children and of the whole-class.
- To liaise with the senior leadership and attendance manager to ensure the implementation of the school's pastoral systems.
- To evaluate and monitor the progress of children and keep up-to-date children records as may be required.
- To contribute to the preparation of ADPR and progress files/other reports
- To alert the appropriate staff to problems experienced by children and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of children and with persons or bodies outside the school concerned with the welfare of individual children, after consultation with the appropriate staff.
- To contribute to PHSE/ RSE lessons in accordance to school policy and curriculum
- To apply the Positive Behaviour Policy so that effective learning can take place.

Trust Ethos

- To play a full part in the life of the Eastern Learning Alliance Trust and school community, to support its distinctive vision and ethos and to encourage staff and children to follow this example.
- To support the Trust in meeting its legal requirements for worship.
- To promote actively the Trust's corporate policies.
- To comply with the Trust's Health and Safety Policy and undertake risk assessments as appropriate.

Safeguarding

- To be aware of safeguarding and promoting the welfare of children and vulnerable adults and to report any concerns in accordance with the Trust's Safeguarding/Child Protection policies
- To undertake regular safeguarding/child protection/prevent training, adult protection training as required by the Trust.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.