



Wyken Croft
Primary School

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Teacher Main Scale / Year Leader Job Description

Post: Teacher

Grade: TMS

The school is committed to policies of ensuring equal opportunities for all pupils and staff, and to the active participation of parents in the life of the school. We are also committed to promoting the welfare of and safeguarding our pupils.

Job Purpose:

1. To undertake the professional duties of a school teacher as outlined in the School Teachers' Pay and Conditions Document.
2. As a primary teacher, to teach pupils in the age range 3-11 years.
3. To ensure high quality teaching, effective use of resources and the highest standards of learning, achievement and behaviour for the pupils in your year.

Main Duties and Responsibilities:

To prepare, deliver, review and evaluate the aspects of the curriculum which you deliver to your classes. This is to be undertaken in relation to school policies, curriculum documentation and the identified key priorities of the school. To maintain and develop professional and curriculum skills by attending appropriate in-service training courses. Daily professional conduct and practice should meet career stage expectations as outlined in the Teachers' Standards 2012.

- Promote the general progress and wellbeing of individual pupils and classes/groups assigned to you.
- Communicate and consult with the parents of pupils.
- Plan and prepare lessons for a class or a group of pupils allocated.
- Teach, according to their educational needs, the pupils assigned to you, including the setting and marking of work to be carried out by the pupils in school and elsewhere.
- Assess, record and report on the development, progress and attainment of pupils and make records of and reports on the personal and social needs of the pupils.
- Attend and fully participate in weekly staff, planning and phase meetings.
- Participate in arrangements for your continuing professional development as a teacher.

- Support the work of colleagues with responsibilities in other phases or curriculum areas to the overall benefit of the pupils.
- Support other initiatives determined by the Headteacher after consultation with the staff, or which arise from local or national initiatives.
- Advise and co-operate with the Headteacher and other teachers on the preparation and development of the curriculum; teaching and learning; pastoral and attendance and safeguarding.
- Maintain good order and discipline among pupils and safeguard their health and safety when they are authorised to be on the premises and when they are engaged in authorised school activities elsewhere.
- Participate in the relevant appraisal arrangements of the school and carry out time limited key tasks as agreed in the annual Appraisal cycle. If applicable, participate fully in the school's ECT development Programme.
- Where applicable, co-ordinate and be responsible for a curriculum area and support/advise colleagues regarding this subject area.
- Undertake any other reasonable duties as detailed by the Headteacher within the range of the salary grade.

As a Subject Leader (Career Stage Appropriate)

- Review and develop the curriculum policy in the subject(s).
- Quality assure the standards of planning, teaching and learning outcomes in the subject(s) by other teachers in order to evaluate the strengths and areas for development or the impact of school improvement work.
- Analyse and evaluate relevant subject-specific assessments for individuals, groups or cohorts.
- Consider next steps in the subject(s) for further development.
- Support, mentor and coach staff in the subject(s), where appropriate.
- Report on the progress, achievement and standards in the subject(s) to staff, governors and parents.
- Arrange and promote relevant subject enrichment to promote pupils enthusiasm and interest.



As a Year Leader

- To ensure year group works within the identified priorities of the school.
- To assist in identifying and developing action plans on a termly basis to ensure that all groups of children make progress.
- To oversee the daily and weekly organisation of a year group.
- To work with the AHT for the phase to ensure the curriculum is delivered to the best it can be and resources are allocated effectively.
- Deploy adults effectively within the year group.
- Develop provision maps and lead year group pupil progress meetings.
- Plan for enrichment and learning opportunities outside of the classroom.

All duties and responsibilities must be carried out with due regard to the City Council's Health & Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Date Reviewed: May 2023

This job description will be reviewed annually in accordance with the needs of the school and its pupils. In addition, it may be reviewed at any time after consultation with you.