

## **Finham Primary School**

### **JOB DESCRIPTION - Class teacher TMS (Temporary Position to cover Maternity Leave)**

#### **RESPONSIBLE TO: Leadership Team**

#### **Purpose of the Post:**

The teacher will contribute to the School Development Plan, supporting the ethos, aims and vision of the school.

To prepare, deliver, review and evaluate all aspects of the curriculum which you teach. To educate primary aged children following the National Curriculum and other locally agreed guidance.

**Teaching competencies required of all teaching staff are in line with “DFE Teachers Standards” as effective from September 2013.**

**Available for download from [www.education.gov.uk](http://www.education.gov.uk)**

#### **Job Description**

1. Plan and prepare lessons for a class or a group of pupils allocated to him/her.
2. Teach, according to their educational needs, the pupils assigned to him/her, including the setting and marking of work to be carried out by the pupil in school and elsewhere.
3. Take an active role in providing online learning which will include recorded teaching and learning ‘clips’
4. 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.
5. Promote the general progress and well-being of individual pupils and of any class or group of pupils assigned to him/her.
6. Communicate and consult with the parents of pupils.
7. Participate in the relevant appraisal arrangements of the school.
8. Review from time to time his/her methods of teaching and programmes of work.
9. Attend and fully participate in weekly staff, planning and phase meetings.
10. Participate in arrangements for his/her further training and professional development as a teacher.
11. Advise and co-operate with the Head Teacher and other teachers on the preparation and development of courses of study, teaching programmes, methods of teaching and assessment and pastoral arrangements.



12. 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.
13. Undertake any other reasonable duties as detailed by the Head Teacher.
14. Co-ordinate curriculum areas as agreed with the Head Teacher.
15. Take an active role in promoting the school through a range of processes to include; distributing promotional material in and around the community, posting to Facebook and twitter, at least once a week, producing promotional material for the school website
16. Any other duties and responsibilities within the range of the salary grade.

All duties and responsibilities must be carried out with due regard to the school's Health and 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.

### **Curriculum Responsibility or Aspect of Pupil Development:**

Finham Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

### **Review and Amendment**

This job description is normally subject to annual review. It may be amended at the request of the Headteacher or post holder, but only after full consultation on behalf of both parties. It will be signed if agreement is reached.

Signed .....

Date .....

