



## Wyken Croft Primary School

### Teacher Main Scale Job Description

**Post:** Teacher

**Job Number:**

**Post Number:**

**Grade:** TMS

**Location:** Wyken Croft Primary School

**Duration:** Temporary Position

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

#### **Job Purpose:**

1. To undertake the professional duties of a school teacher as outlined in the School Teachers Pay and Conditions Document, a copy of which is retained by the Headteacher
2. As a primary teacher, to teach pupils in the age range 4-11 years, being the pupils in the roll of the school

#### **Main Duties and Responsibilities:**

- 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 to you.
- Teach, according to their educational needs, the pupils assigned to you, including the setting and marking of work to be carried out by the pupil 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.
- Review from time to time your methods of teaching and programmes of work.
- 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 course of study, teaching programmes, methods of teaching and assessment and pastoral arrangements
- 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
- Co-ordinate and be responsible for a curriculum area. Support and advise colleagues regarding this subject area
- Undertake any other reasonable duties as detailed by the Headteacher within the range of the salary grade

*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:** April 2021

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.