

Stocks Green Primary School

Job description – Key Stage 2 Teacher

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| **DATE** |  |
| **NAME** |  |
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| **SALARY SCALE** |  |
| **GENERAL DUTIES** | The education and welfare of a designated class in accordance with the requirements and conditions of the *School Teachers’ Pay and Conditions Document 1996, Part X,* having due regard to the requirements of the National Curriculum, the school’s aims, objectives and schemes of work, and any policies of the governing body. To share in the corporate responsibility for the well-being and discipline of all pupils.  Stocks Green Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. |
| **TO WHOM RESPONSIBLE** | Head Teacher |
| **CLASS TEACHER RESPONSIBILITIES** | To take responsibility for the social and emotional well being of the children in your class showing awareness of their stages of development and pastoral needs. To consult with parents and encourage their support of their child.  To ensure (having regard for the expectations of the National Curriculum, the ability, circumstances and previous achievements) that the best possible pupil progress is made in each curriculum area during the year. To bring under-achieving children to the attention of SENCO and Head Teacher.  To plan a balanced programme of learning suitable for the children in your class, ensuring the requirements of the National Curriculum, the Kent Agreed Syllabus for RE, school policies and agreed schemes of work are met.  To employ a variety of teaching methods and approaches depending on subject content and the needs of the children , and incorporate ICT and basic skills as part of your everyday teaching.  To prepare and submit medium and short term plans of the proposed teaching and learning of the class to the Head Teacher. Monitor their implementation and assess pupils’ progress.  To assess pupils progress in all subjects in the short and medium term and in particular assess progress in relation to curricular and targets set termly in reading, writing, mathematics and science and also numerical targets set annually.  To keep a record of each child’s achievements, attainments and difficulties, adjusting teaching programmes as necessary.  To keep more detailed records of children who have more specific difficulty that will be valuable when further advice from support services is requested. To take account of the needs of children with learning difficulties and disabilities and respond appropriately. Where children have difficulties these must be reported to the SENCO.  To establish and maintain an orderly, stimulating classroom environment making best use of resources available. To promote enjoyment and achievement.  To arrange relevant and appropriate out of school visits.  To make full use of the school grounds for environmental work.  To take full advantage of continuous professional development opportunities, having an eye to best practice and implement agreed policies and approaches. To participate fully in school curriculum initiatives.  To attend staff meetings and in-service training days.  To share in projects arranged for the school.  To accept the agreed share of playground duties and before/after school supervision.  To take part in termly consultation meetings with parents.  To liaise with parents over a child’s academic achievement / social or emotional well being.  To have some involvement with PTA Committee members and activities, or other community associations.  To adopt all school policies consistently.  To maintain the administrative procedures relating to registers, absences, monies, welfare and all matters necessary to running an orderly and consistent school policy.  To keep informed of best practice and latest developments in primary education and the curriculum.  To consult with the Head Teacher as appropriate and necessary on any matters affecting the class or the welfare of pupils and staff at the school. |
| **SPECIFIC RESPONSIBILITIES** | Leadership and management of .................................... throughout the school, including the ordering, deployment and storage of resources, and the management of the budget delegated to this curriculum area.  To oversee and support the setting of targets in your subject, monitoring and reporting on the standards achieved by pupils throughout the school in your subject area.  To report 3 times a year to the headteacher/governors on the quality of teaching, learning and standards achieved in your subject(s). To identify priorities for improvement / action as a result of your evaluation. |
|  | This job description may be amended as a reference document, which identifies your main responsibilities and activities.  Specific targets are negotiated annually as part of performance management. |
| **Note 1** | These duties may be amended to meet the changing demands of the school at the reasonable discretion of the Head Teacher and following consultation with the teacher. |
| **Note 2** | This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out above. |
| **Note 3** | This job description describes in general terms the normal duties which the postholder will be expected to undertake. However, the job description or the duties contained therein may vary or be amended from time to time without changing the level of responsibility associated with this post. |
| **Signed:** | ……………………………………………………(post holder) |
| **Signed:** | ……………………………………………………(Head Teacher) |