



## Job Description - Teacher

**Title:** Teacher

**Section:** Teaching

**Hours:** Term time plus inset days

**Reports to:** Headteacher/Head of KS

### Main purpose of the job:

To ensure the effective teaching of all pupils, helping them to develop both inside and outside the classroom. Support the policies and aims of the school and ensure the good social, emotional and physical development of every child.

### Key Deliverables:

#### Teaching

- Planning and preparing courses and lessons
- Teaching the pupils assigned to you; setting and marking work (including examinations) to be carried out by the pupils in school or elsewhere
- Assessing, recording and reporting on the development, progress and attainment of pupils including:
  - providing/contributing oral and/or written assessments, reports and references relating to individual/groups of pupils
  - communicating and consulting with the parents of pupils
  - tracking results using Pupil Asset
- Promoting the general progress/wellbeing of any individual group of pupils assigned to you
- Providing guidance and advice to pupils on educational and social matters
- Communicating and co-operating with persons or bodies outside the school
- Accompanying pupils on trips away from the school
- Maintaining and monitoring display work in appropriate areas of the school
- Writing confidential reports for follow on schools

#### Professional Development

- Participating in any arrangements that may be made for teacher appraisal
- Reviewing from time to time your methods of teaching and programme of work
- Participating in arrangements for your professional development

#### Educational Methods

- Advising and co-operating with the Headteacher and other teachers on the preparation and development of courses of study, teaching programmes, methods of teaching, assessment of pastoral arrangements and teaching materials
- Being aware of developments in ICT and how they may be integrated into your teaching

#### Discipline, Health and Safety

- Maintaining good behaviour management and discipline among the pupils and safeguarding their health and safety both when they are on the school premises and when they are engaged in authorised school activities elsewhere



### Supervision Duties

- To be responsible for the supervision of pupils during break time, in the garden and on the school premises as required by the school
- To ensure the pupils line up in an orderly queue at the end of break time
- To encourage the development of social skills amongst the pupils
- To ensure the pupils take responsibility for their environment
- To promote good behaviour and discipline within the policies and procedures of the school
- To encourage skills of self discipline i.e. how to move around the school, socialising with others
- To monitor behaviour in cloakroom (and toilet) areas

### Other Duties

- Organisation of parent meetings, Inset and participating in staff meetings at the school which relate to any of the purposes described above, the curriculum for the school or the administration or organisation of the school, including pastoral arrangements
- Working with other members of staff as necessary at the end of the academic year to ensure a smooth transition for pupils and teaching staff into the next year, including liaising with teachers and staff from other schools within the Group
- Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the school and the ordering and allocation of equipment and materials
- Attending assemblies, registering the attendance of pupils and supervising them, whether these duties are to be performed before, during or after school sessions
- Run or assist with extracurricular after school activities once each week

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes in to contact will be to adhere to and ensure compliance with the relevant Cognita Education Safeguarding Policy (including Child Protection Procedures) at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that the child is suffering or likely to suffer significant harm either at school or at home s/he must report any concerns to the School's Child Protection Officer or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.

PRINT FULL NAME:

DATE:

SIGNATURE: