Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

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| **Main duties and responsibilities** |
| * To be an outstanding teacher.
* To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children’s learning.
* To plan and prepare lessons in order to deliver the National Curriculum ensuring breadth and balance in all subjects.
* To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations.
* To maintain good order and discipline among the pupils, safeguarding their health and safety.
* To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities.
* To plan opportunities to develop the social, emotional and cultural aspects of pupils’ learning.
* To maintain a regular system of monitoring, assessment, record-keeping and reporting of children’s progress.
* To prepare appropriate records for the transfer of pupils.
* To ensure effective use of support staff within the classroom, including parent helpers.
* To participate in staff meetings as required.
* Contribute to the development and co-ordination of a particular area of the curriculum.
* To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.
* To ensure that school policies are reflected in daily practice.
* To communicate and consult with parents over all aspects of their children’s education – academic, social and emotional.
* To liaise with outside agencies when appropriate e.g. Educational Psychologist.
* To continue professional development, maintaining a portfolio of training undertaken.
* To meet with parents and appropriate agencies, to contribute positively to the education of the children concerned.
* To support the Headteacher in promoting the ethos of the school and be a role model in all of your actions and behaviour.
* To promote the welfare of children and to support the school in safeguarding children though relevant policies and procedures.
* To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
* To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role.
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