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. |