



## JOB DESCRIPTION

JOB TITLE: Teacher

SCALE: MPS

ESTABLISHMENT: Thomas Johnson Lower School

LOCATION: Hurst Grove, Lidlington, Beds.

RESPONSIBLE TO: Headteacher

To carry out the duties of a class teacher as described in the annual School Teachers' Pay and Conditions Document 2018, the required standards for Qualified Teacher Status as set out in the Teaching Standards 2012 (Updated 2013) and other current legislation.

This job description may be amended at any time following discussion between the Head Teacher and member of staff, and will be reviewed regularly

### **Areas of Responsibility and Key Tasks**

a) Planning, Teaching and Class Management - Planning and preparing lessons to achieve progression of learning through:

- Identifying clear learning objectives and success criteria
- Setting tasks that challenge pupils and ensure high levels of interest
- Setting appropriate and challenging expectations
- Setting clear targets that build on prior attainment
- Ensuring lessons are differentiated to meet the needs of pupils and where necessary identify and provide clear and structured interventions.
- Provide clear structures for lessons maintaining pace, motivation and challenge.
- Make effective use of assessment and ensure coverage of programmes of study.
- Ensure effective teaching and best use of available time
- Monitor and intervene to ensure positive behaviour for learning
- Use a variety of teaching methods which:
  - match approach to content, scaffold information, present a set of key ideas and use appropriate vocabulary
  - use effective questioning and address misconceptions
  - use appropriate learning resources and develop learning skills through ICT, visits and visitors.
- Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
- Evaluate their own teaching critically to improve effectiveness.

b) Monitoring, Assessment, Recording and Reporting – To assess how well learning objectives have been achieved and use these assessments to improve specific aspects of teaching.

- Mark and monitor pupils' work and set targets for progress
- Assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving
- Track and analyse pupils' attainment and progress using the school systems and report as required.
- Provide oral and written assessments, reports and references relating to groups or individual pupils.
- Prepare and present informative reports to parents.

c) Other Professional Requirements – To maintain good order and appropriate behaviour among pupils and safeguard their health and safety both when they are on the school premises and when engaged in authorized school activities elsewhere

- Ensure all pupils are safeguarded through continuous reviewing and adherence to safeguarding and Prevent policies.
- Have a working knowledge of teachers' professional duties and legal liabilities.

- Operate at all time within the stated policies and practices of the school
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct
- Endeavour to give every child the opportunity to reach their full potential and meet high expectations
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school
- Take responsibility for their own professional development and duties in relation to school policies and practices
- Liaise effectively with parents and governors
- Take on any additional responsibilities which might from time to time be determined.

### **Job context**

All teachers, except those who are newly qualified, will have a lead responsibility for a curriculum area across the whole school and will be supported in that role by the Senior Leadership Team.