



Evergreen Primary School

Job Description – Teacher

Responsible to Executive Head Teacher

Role:

- Class teacher
- Curriculum co-ordinator for a curriculum area

As part of the staff of Evergreen School you will be expected to:

1. Promote the agreed aims, ethos and policies of the school at all times.
 2. Actively contribute to and work as a member of the school staff team.
 3. Take part in training as appropriate.
- This job description will be subject to review at least once each academic year and may be amended as part of that review or at any time in consultation with the post holder.

Complete any other tasks that commensurate with the post which may be requested by the Head Teacher to ensure the smooth running of the school.

Teachers Role and Responsibilities

A. Controlling and managing the learning process:

- To have an appreciation of all subject teaching and a willingness to keep abreast of changes by reading or attending in-service courses.
- The careful preparation of all lessons with particular regard to individual needs and programmes in order to meet, as much as possible, the varied needs of each pupil.
- Prepare and implement I.E.P.s for individual pupils.
- To co-ordinate with colleagues.
- To have responsibility for the teaching and support assistants time and ensure they have clear instructions on what they are to do.
- Ensure that teaching and support assistants are involved in planning and assessment procedures whenever appropriate.
- To maintain discipline within the classroom and in the school as a whole.
- To contribute to and deliver collective acts of worship.

B. Assessment, recording and reporting:

- Maintain all school records for the pupils you teach.
- Contribute to the annual reviews of any pupil you teach.
- Write reports as requested by school, parents, psychology service, social services and any other agency.

- Communicate the content of reports to parents.

C. Membership of a team

- As part of the school team to co-operate with the Head Teacher and colleagues in the production of curriculum and teaching materials and discussions about teaching programmes.
- To recognise the importance of attending all staff / team meetings in order that school can operate cohesively.
- Create a stimulating and attractive environment for the pupils to work in and to reflect this attitude throughout school.
- Support whole school policies and contribute actively to their implementation

D. Resources:

- Control and manage the classroom effectively by accepting responsibility for the management, ordering and care of classroom and shared stock.
- Make effective use of resources available in school and be aware of resources available within the LEA.

E. Managing the pastoral process:

- Cater for the individual pastoral and social needs of the pupils that you are working with.
- To liaise where appropriate with parents and the multi-disciplinary team to support the pastoral and educational needs of the pupils.

Curriculum Co-ordinator role and responsibilities.

The role of the curriculum co-ordinator is to:

- Be the lead professional for the curriculum area and ensure that the requirements of the national curriculum, national strategies and any other requirements of the LA, DFES and QCA are carried out.
- Devise and regularly review with staff a whole school policy for the subject area.
- Support colleagues in order to improve their professional development and classroom practice.
- Gain colleagues support in the development of the curriculum area.
- Manage, plan and purchase resources within the allocated curriculum budget.
- Devise a clear costed subject improvement plan which is regularly evaluated and reported to governors annually.

In order to achieve this, the curriculum co-ordinator should:

- Identify their personal needs and gain the required expertise.
- Identify teacher's needs and how these can be met.
- Formulate a policy and guidelines and review them on termly basis.
- In consultation with colleagues devise schemes of work.

- Systematically monitor the effectiveness of schemes of work by monitoring curriculum planning at all stages, I.E.P.s, assessment recording and reporting.
- Assess and evaluate samples of individual pupil documentation and evidence in each class in order to ensure continuity and progression.
- Work with other co-ordinators including the assessment co-ordinator to ensure high standards of attainment in relation to the pupils' starting point.
- Prepare an annual report, which covers the areas of policy, guidelines, Schemes of Work, assessment, recording and reporting.
- Maintain a co-ordinator file which is updated on a termly basis and regularly discussed with the head teacher and link governor.

Professional development:

- To keep abreast of current developments in their subject area and disseminate to colleagues as required.
- Attend appropriate in-service training.
- Take a lead role in school based in-service training.
- Induct new support staff.
- Talk to governors, parents and other professionals when required.
- Attend curriculum network meetings when required.

Resources:

- Monitor the use of resources for effectiveness.
- Identify and budget for resources.
- Increase colleagues' awareness of existing resources.
- To be responsible for maintenance and availability of equipment and resources.

Evergreen 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. Any offer of employment will be subject to a receipt of a satisfactory DBS Enhanced Disclosure.

Signed _____ Teacher

Signed _____ Head Teacher