



*Southfields Primary School  
 Southfields Estate  
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 Peterborough  
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*Head Teacher  
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Name of teacher: .....

Starting date: .....

Salary grade: .....

Person to whom teacher is responsible: .....

This job description may be amended at any appropriate time, following consultation between the head teacher and teacher, and will be reviewed annually. Priorities for the year will be negotiated and highlighted.

**Core purpose of post**

To provide a high quality educational experience for all children.

**General duties and responsibilities**

To carry out the duties of a schoolteacher as set out in the School Teachers Pay and Conditions Document.  
 To continue to meet the required standards for Qualified Teacher Status.

**1 TEACHING**

**Set high expectations which inspire, motivate and challenge pupils**

- establish a safe and stimulating environment for pupils, rooted in mutual respect
- set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions
- demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils

**Promote good progress and outcomes by pupils**

- be accountable for pupils' attainment, progress and outcomes
- be aware of pupils' capabilities and their prior knowledge, and plan teaching to build on these
- guide pupils to reflect on the progress they have made and their emerging needs
- demonstrate knowledge and understanding of how pupils learn and how this impacts on teaching
- encourage pupils to take a responsible and conscientious attitude to their own work and study.



### **Demonstrate good subject and curriculum knowledge**

- have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain pupils' interest in the subject, and address misunderstandings
- demonstrate a critical understanding of developments in the subject and curriculum areas, and promote the value of scholarship
- demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever the teacher's specialist subject
- if teaching early reading, demonstrate a clear understanding of systematic synthetic phonics
- if teaching early mathematics, demonstrate a clear understanding of appropriate teaching strategies.

### **Plan and teach well-structured lessons**

- impart knowledge and develop understanding through effective use of lesson time
- promote a love of learning and children's intellectual curiosity
- set homework and plan other out of class activities to consolidate and extend the knowledge and understanding pupils have acquired
- reflect systematically on the effectiveness of lessons and approaches of teaching
- contribute to the design and provision of an engaging curriculum within the relevant subject areas

### **Adapt teaching to respond to the strengths and needs of all pupils**

- know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively
- have a secure understanding of how a range of factors can inhibit pupils ability to learn, and how best to overcome these
- demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils education at different stages of development
- have a clear understanding of the needs of all pupils, including those with special educational needs: those of high ability; those with English as an n additional language: those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.

### **Make accurate and productive use of assessment**

- know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements
- make use of formative and summative assessment to secure pupils progress
- use relevant data to monitor progress, set targets, and plan subsequent lessons
- give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback.

### **Manage behaviour effectively to ensure a good and safe learning environment**

- have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's behaviour policy
- have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- manage classes effectively, using approaches which are appropriate to pupils' needs in order to involve and motivate them
- manage good relationships with pupils, exercise appropriate authority, and act decisively when necessary

### **Fulfil wider professional responsibilities**

- make a positive contribution to the wider life and ethos of the school
- develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
- deploy support staff effectively
- take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues
- communicate effectively with parents with regard to pupils' achievements and well-being.



**2 PERSONAL AND PROFESSIONAL CONDUCT**

Demonstrate consistently high standards of personal and professional conduct, and uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

- treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher’s professional position
- having regard for the need to safeguard pupils’ well-being, in accordance with statutory provisions
- showing tolerance of and respect of the rights of others
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensuring that personal beliefs are not expressed in ways which exploit pupils’ vulnerability or might lead them to break the law.

**3 ADDITIONAL DUTIES AND RESPONSIBILITIES**

- Providing first line ICT support to staff and pupils.
- Assist with the maintenance of all ICT equipment and room.
- Assist with general technical support for the school.
- Assist with the evaluation of new and existing software.
- Attend and contribute to ICT related meetings.
- Assist in the development of recording systems for ICT usage throughout the school.
- Assist in keeping the ICT software/hardware inventories up to date.
- Be aware of and adhere to all relevant health and safety legislation associated with duties undertaken.
- Install and configure software under the direction of the ICT manager.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.

Have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

Signed: ..... Teacher

Signed: ..... Headteacher

Date: .....

Review date: .....

