



TEACHING POST

JOB DESCRIPTION

JOB TITLE: Part time, temporary Year 1 class teacher/member of curriculum co-ordination team

ACCOUNTABLE TO: The Head Teacher, Deputy Head and Governors

KEY TASKS FOR ALL TEACHERS

Teachers are required to carry out the responsibilities of a school teacher as set out in School Teachers Pay and Conditions Document. It is a requirement that all teachers meet the required professional standards at the appropriate level.

TEACHING AND LEARNING

- To provide Religious Education in accordance with the St Helens agreed syllabus.
- To attend, take part in and lead collective acts of worship.
- To carry out medium and short term planning for teaching the National Curriculum and evaluating progress towards this, as required by the school's policies.
- To teach, according to their educational needs, the pupils assigned to them including the setting and marking of work to be carried out in school and elsewhere.
- To manage the classroom effectively, to develop a purposeful and stimulating learning environment.
- To manage pupil behaviour in a positive and effective manner and in line with the school's policy.
- To review programmes of work, teaching materials and methods in liaison with co-ordinators and other colleagues.
- To assess, record and report all the development, progress and attainment of pupils having regard to the curriculum of the school.
- To set targets for individual pupils as required.
- To contribute to meetings, discussions and management issues necessary for whole school systems.
- To promote equal opportunities in line with the school's policy.
- To supervise playground on a rota basis.

- To record and monitor attendance for the class, liaising with the Office Manager over the First Day Response action.
- To further personal development with relevance to the post and personal needs.
- To attend relevant training and meetings.
- To liaise as necessary with outside agencies in order to ensure maximum benefit to all pupils.

SUBJECT LEADERSHIP

- To help to lead the school's curriculum within a team.
- To raise awareness of the team's subject developments throughout the school.
- With other team members, to be responsible for writing and updating the school curriculum policies.
- To liaise with all staff.
- To maintain resources to promote the teaching of their team's subject areas.
- To monitor and support their team's subject teaching throughout the school.

GENERAL DUTIES

- The education and welfare of a designated class of pupils in accordance with the requirements of conditions of employment of school teachers, having due regard to the National Curriculum 2014, the school's aims, policies and schemes of work. To share in the corporate responsibility for the well-being and discipline of all pupils.
- To participate in staff meetings and contribute to school's consultation and decision making.
- To liaise as necessary with outside agencies.
- To foster good relationships with all members of the school and local community including parents.
- To comply with the Council's/School's Health and Safety Policy and associated safe working procedures and guidelines.
- To communicate Health and Safety Policy, procedures and guidelines to all employees under the management/supervision of the post holder.
- To comply with the Council's/School's Comprehensive Equality Policy and ensure that it is implemented within the service area and amongst employees within the remit of the post.
- To be responsible for the implementation of the Council's/School's Human Resources Policies and Procedures including Employee Relations within the remit of the post.
- To act as a model of professional conduct and presentation, demonstrating high standards of personal expertise and commitment.
- To comply with the Council's Data Protection Policy and Code of Practice within the service area and amongst employees within the remit of the post.
- To comply with the fact that this post is subject to Enhanced CRB Disclosure.

- To celebrate the successes of the school at every opportunity.
- To perform, in accordance with any directions which may be reasonably given by the Head Teacher, such particular duties as may be assigned.