



JOB DESCRIPTION

POSITION: Teacher: Primary Teacher (Key Stages 1/2)

REPORTS TO: Headteacher

LOCATION: Heathermount School

PAYSCALE: Teachers MPS/UPS + Fringe + SEN allowance

MAIN PURPOSE:

The primary teacher responsible for Key Stages 1/2 will:

- To fulfil the professional responsibilities of a teacher; planning, implementing and reviewing learning opportunities for a class group, ensuring that pupils make good progress.
- Responsible for ensuring both academic progress and progress towards EHCP outcomes for each student in your class.
- To be responsible for the effective management of support staff including monitoring and supervision.
- To support Heathermount School's responsibility for the safety and wellbeing of all pupils.

MAIN TASKS AND RESPONSIBILITIES

- Teach pupils within allocated class, enhancing their learning and providing the opportunity for achievement for all pupils
- Teach pupils according to their level and educational need using teaching methods appropriate to the children, age, aptitude and curriculum key stage.
- Planning and preparing tasks which challenge pupils and ensure high levels of interest during lessons
- Adapt lesson plans to incorporate individual personalised learning for pupils with ASD.
- Demonstrate consistently the positive attitudes, values and behaviours which are expected of pupils.
- Actively contribute and engage with the wider Primary team
- Monitor the progress of pupils and implement appropriate strategies to address underachievement
- Assess, record and report on the progress and attainment of pupils
- Register the attendance of pupils in class
- Give pupils appropriate and constructive feedback that moves their learning on
- Uses formative and summative assessment to plan and deliver their curriculum
- Develop and maintain positive relationships with your cohort, staff, parent/carers
- Participate in research informed practice and professional reading, maintain

- up-to date subject knowledge, and devise and write curriculum materials
- Manage pupil behaviour in the classroom and on school premises, appropriately applying effective measures as described in the school's behaviour policy
- Communicate with parents and carers over pupils' progress and participate in parent workshops, parents' evenings and other whole school events
- Participate in regular in-service training (INSET), weekly CPD sessions and personalised continued professional development
- Undertake critical self-evaluation and participate in CPD designed to enhance the quality of teaching or other working practices.
- Share your strengths and knowledge with other staff and make a wider school contribution.
- Access and return in good order all shared resources required to carry out teaching plans.
- Keep up to date with educational developments and teaching methods.
- Ensure curriculum knowledge is up to date and in line with school policies and curriculum plans.
- Teach all subjects required under the KS1/KS2 curriculum, in line with statutory requirements.
- Check the safe condition of all resources before using them with children, remove and report all damaged resources or unsafe equipment.
- To provide or contribute to oral and written assessments, reports and references relating to individual or groups of pupils, including:
 - EHCP's to be reviewed and updated as required
 - IPP's targets to be monitored and updated
 - Annual reports for the Annual Review of Statements of Special Educational Needs and statutory Annual Reports to parents/guardians/authorities.
 - To attend statutory annual reviews or other related meetings such as safeguarding reviews.
 - To prepare and revise other documents relevant to individual pupils such as risk assessments and Individual Behaviour Management Plans in line with Heathermount School
 - To communicate and consult with the parents/guardians of pupils as appropriate.
- Effectively manage the Teaching Assistants working within the group or department by establishing clear expectations and professional working relationships and giving clear guidance on strategies for raising achievement.
- Manage any delegated funds and allocate any available resources with maximum efficiency and advise the Senior Leadership Team (SLT) of likely priorities for future expenditure.
- Find ways to manage your time and responsibilities in school to create a reasonable work life balance. Combine work with personal interests to benefit both the pupils and develop partnership with teachers and senior staff to discuss workable solutions.

PERSONAL DEVELOPMENT, SUPERVISION AND TRAINING

- Participate in regular support, appraisal and review meetings with line management
- Continuously develop professional knowledge and expertise, attending and participating in learning and development events, meetings, conferences, and events (as requested/approved by line management) to ensure up to

- date knowledge relevant to the role
- Attend and participate in regular team meetings, both internal and external of the school.

POLICIES AND PROCEDURES

- The post holder will be expected, at all times, to be familiar and comply with the written policies, procedures and guidelines for good practice, issued by Heathermount School and Cavendish Education
- Ensure the Health & Safety policy and procedures are adhered to at all times
- Take personal responsibility for your own health and safety and report incidents and potential hazards as necessary.

CHILD PROTECTION

All employees have a duty for safeguarding and promoting the welfare of children and young persons. Staff must be aware of the school's procedures for raising concerns about children's welfare and must report any concerns to the Designated Safeguarding Lead without delay. Staff must also ensure they complete the appropriate level of safeguarding children training identified by the school as relevant to their role.

ETHICS AND CONFIDENTIALITY:

Heathermount School operates in a constantly changing environment and as such work priorities and objectives may change. The School reserves the right to make reasonable changes to the job purpose and accountabilities.

All staff are required to respect the confidentiality of all matters they may learn relating to their employment, other members of staff and the general public.

This job description is intended to be a dynamic document, subject to agreed alteration and development in line with the evolution of the role.

Staff members name:

Signature:

Date: