



LINACRE PRIMARY SCHOOL

JOB DESCRIPTION

Areas of Responsibility and Key Tasks

Planning, Teaching and Class Management

- Safeguard and promote the well-being of all children in the school
- Observe and follow all school policies and support initiatives
- Teach, according to the pupil's educational needs, children assigned to him/her, setting high and achievable targets with each child
- Teach allocated pupils by planning their teaching to achieve progression of learning through:
 - identifying clear teaching objectives and specifying how they will be taught and assessed;
 - setting tasks which challenge pupils and ensure high levels of interest
 - setting appropriate and demanding expectations;
 - setting clear targets, building on prior attainment
 - identifying SEN or very able pupils;
 - providing clear structures for lessons maintaining pace, motivation and challenge;
- making effective use of assessment and ensure coverage of programmes of study;
- ensuring effective teaching and best use of available time;
- maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework;
- using a variety of teaching methods to:
 - i. match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
 - ii. use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
 - ii. select appropriate learning resources and develop study skills through library, I.C.T. and other sources;
- ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- evaluating own teaching critically to improve effectiveness;
- ensuring the effective and efficient deployment of classroom support
- taking account of pupils' needs by providing structured learning
- opportunities which develop the areas of learning identified in

- national and local policies and particularly the foundations for literacy and numeracy;
- encouraging pupils to think and talk about their learning, develop self control and independence, concentrate and persevere, and listen attentively;
- using a variety of teaching strategies which involve planned adult intervention, first-hand experience and play and talk as a vehicle for learning
- Provide a well-ordered, stimulating classroom environment in which the children's learning is reinforced and enhanced
- Work alongside teaching assistant(s), promoting their effective deployment
- Carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the head teacher.
- To work consistently to uphold the school's mission statement.
- To operate at all times in accordance with Sefton Local Authority's and Linacre Primary School's policies and guidelines.
- To carry out teaching duties in accordance with the teachers' standards, the school's curriculum plans, policy documents, the National Curriculum and KS2 documents.
- To present oneself in a professional way that is consistent with the values and expectations of the school.

Monitoring, Assessment, Recording, Reporting

- assess how well learning objectives have been achieved and use them 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
- undertake assessment of students as requested by examination bodies, departmental and school procedures;
- prepare and present informative reports to parents
- Assess each child's achievements and progress in accordance with arrangements agreed within the school
- Maintain high standards of behaviour in accordance with the school's Behaviour Policy.
- Monitor and report to parents/carers on the children's progress
- To interact professionally with all colleagues and stakeholders establishing and maintaining productive relationships with them.
- To accurately mark Arbor attendance & dinner registers, ensuring episodes of absence and lateness are accounted for, taking appropriate action as required.
- To liaise closely with families, both verbally and in writing and host termly consultation events.

- To ensure that all Health and Safety, Child Protection and Data Protection regulations are adhered to, reporting any concerns to a member of the SMT.

Curriculum and Self-Development

- Have **lead responsibility for a subject** or aspect of the school's work and develop plans which identify clear targets and success criteria for its development and / or maintenance (dependent on career stage)
- Contribute to the whole school's planning activities.
- Work and plan collaboratively and cooperatively with other members of the school staff
- Contribute to meetings, discussions and management systems necessary to coordinate the work of the school as a whole
- Attend courses and meetings which will benefit the post holder or the school and to be pro-active in their own CPD
- Advise the Head and other teachers on an aspect or subject area which will be decided upon on or after appointment (NQTs to assume this role after completion of their induction period)
- Enthusiastically take part in extra-curricular and community activities
- To actively participate in assemblies and acts of collective worship.
- To participate in meetings with colleagues and stakeholders, which relate to pupil progress and the organisation and curriculum of the school.
- To take an active and positive role in the school's professional development programme and annual appraisal cycle.
- To keep abreast of trends and developments in education, especially those relevant to the duties and responsibilities of the post.

SPECIFIC RESPONSIBILITIES

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

The job description may be amended at any time following discussion between the Headteacher and staff member and will be reviewed annually.