



*Together we nurture, inspire and achieve*

## **Key Stage 2 Teacher Job Description**

### **Duties and Responsibilities**

Duties and responsibilities outlined in this job description are in addition to those covered in the job specification. At this school, the following areas have been highlighted as being of particular importance:

### **Teaching and Learning**

- Promote the school's mission statement 'Together we nurture, inspire and achieve'
- Maintain the positive ethos and core values of the school, both inside and outside of the classroom
- Ensure that planning, preparation and assessment meet pupils varying social and learning needs
- Plan appropriately, including the use of adaptive teaching and resources where needed
- Set clear, challenging outcomes, based on prior attainment for pupils' learning
- Follow the school's safeguarding policy and procedures using CPOMs to record incidents.
- Promote and follow the school's behaviour policy, including 'Ready, Respectful and Safe'
- Implement agreed school policies and guidelines
- Implement new policies and procedures decided by the Senior Leadership Team and/or Governors
- Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils
- Make effective use of ICT to enhance teaching and learning

### **Assessment and Monitoring**

- Work alongside the Senior Leadership Team to track progress of all pupils in the class, and intervene where children are not making sufficient progress
- Report to parents and subject leaders on the progress of all children
- Complete daily ongoing assessments for all pupils in all lessons, through feedback, assessment for learning, marking, lesson notes and integrating assessment opportunities in future planning
- Complete summative assessment tasks, as set out by the Senior Leadership Team
- Reflect upon the impact of any intervention or learning programme

### **Additional Duties**

- Communicate and liaise with professionals from outside agencies, following advice where necessary
- Participate in appraisal processes and performance management system for their own performance
- Participate in meetings which relate to the school's management, curriculum, administration or organisation
- Complete relevant subject monitoring and feedback to relevant staff, including the Headteacher
- Complete relevant governor reports when needed, sharing updates and the impact of new initiatives within key subject areas