

**ST MARGARET'S CHURCH OF ENGLAND PRIMARY SCHOOL
(EMMANUEL DIOCESE OF LIVERPOOL ACADEMIES TRUST)**

JOB DESCRIPTION

Job Title: Teacher

Contract: As advertised

Responsible to: Executive Headteacher through the Head of School and Early Years Leader from whom the post holder will receive professional direction, support, challenge and advice.

Part 1

To adhere to the Conditions of Employment for School Teachers which specify the duties of a school teacher as set out in the School Teachers' Pay and Conditions Document and the Teachers Standards Framework.

To adhere to the Terms and Conditions of Employment as a teacher in Emmanuel Diocese of Liverpool Academies Trust, in accordance with guidance from the Diocese of Liverpool.

These documents are available on request from the office.

Part 2

To promote the Christian ethos, principles and practices of the school.

To work as a member of a whole school team to maintain and extend the academic standards achieved in the school with the objective of encouraging every child to achieve her or his maximum potential. In order to be effective the post holder will be familiar with the school's Mission Statement, Aims and Objectives, School Improvement Plans and all policies and procedures.

Part 3

To be familiar with the school's Health and Safety Policy and to **immediately** report any concerns related to this to the appropriate representative and the Headteacher.

Part 4

To assist the Headteacher in the personal and professional development of colleagues by carrying out Performance Management tasks with staff as a Reviewee, in accordance with the local authority and diocesan guidelines and the School's Performance Management Policy.

Part 5

Part 6

To teach children in the age range 3+ - 11 and particularly pupils aged (as specified on appointment), while having a flexible attitude to a change of year group.

The duties expected of a teacher are outlined in the National Standards Framework, according to their role and stage of career development.

Additional descriptors provide supporting information for post holders use who are awarded pay within the Upper Pay Spine.

Part 7

To maintain a particular focus on a subject or aspect as negotiated with the Headteacher in the school. The post holder will work collaboratively to develop those areas identified by the Headteacher as requiring improvement.

1. To assist with the co-ordination and development of focus curriculum areas throughout the school, ensuring that they are satisfactorily provided for in terms of time and resources allocated to them.
2. To formulate and update as necessary in line with priorities out-lined in the School Improvement Plan the school policies and schemes of work for these areas with:
 - due regard to progression in the key concepts, skills, knowledge and attitudes taught.
 - emphasis on establishing cross-curricular links where appropriate following consultation with staff.
3. Set up and maintain the resources necessary to service the needs of these policies by:
 - organising the ordering / provision of e.g. reference information, books, materials, instruments, computer software and equipment etc.
 - ensuring that the school always has an adequate store of basic equipment;
 - ensuring that staff are aware of the resources available at the school for each subject, and of their effective use in their teaching;
 - ensuring that all equipment is in effective working order and ready for immediate reliable use;
 - organising effective storage of resources.
4. To offer encouragement and support to colleagues and to offer advice on ideas or activities to help them develop their teaching of these focus curriculum areas.
5. To arrange and co-ordinate workshop sessions, when appropriate, to demonstrate the school's approach to teaching these curriculum areas for Inset purposes or for parents.
6. To represent the school at relevant meetings to discuss the teaching of these areas.
7. To keep abreast of regional and national developments in the teaching of these areas through attendance at in-service courses and personal reading and discussion, where appropriate, with teachers who hold a similar responsibility.
8. To maintain the means by which the progress of individual children can be established and checked – the record keeping devised should be efficient, useful, easy to maintain and relate to National Curriculum requirements, in line with the policies and procedures of the school.
9. To monitor and evaluate these curriculum areas regularly according to the monitoring and evaluation timetable, record findings and take appropriate action to develop standards, achievement and provision in line with school priorities and approach.

Note 1: The duties may be amended to meet the changing demands of the school at the reasonable discretion of the Headteacher following consultation with the teacher.

Note 2: This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out above.

Signed
Teacher

Signed
Headteacher