

ELMSTEAD PRIMARY SCHOOL,  
ELMCROFT,  
HOLLY WAY,  
ELMSTEAD MARKET,  
ESSEX.



### **JOB DESCRIPTION**

Name:

Job Title: Qualified Teacher

Responsible to: Headteacher

Responsible for: Carrying out the duties of a schoolteacher.

Duties: The School teachers' Pay and Conditions Document and the Guidance on School Teachers' Pay and Conditions specify the general professional duties of all teachers. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner. To safeguard and promote the welfare of children.

Particular Duties: To teach a class.

Main Activities: Generally to positively encourage and support teachers.

To manage the work of your LSA on a day to day basis.

In consultation and co-operation with the Headteacher, to provide a strong management and leadership role in the development of a subject area.

### **Principal Areas Of Responsibility**

The education and welfare of classes in accordance with the requirements of Conditions of Employment of School Teachers, having due regard to the requirements of the National Curriculum, the aims, objectives and schemes of the Governing Board.

To share in the corporate responsibilities for the well-being and discipline of all the pupils.

### **Subject Leadership**

To be responsible for the daily operation and co-operation of the School's Policy for a subject and implementation of statutory requirements in accordance with school policy.

To help staff implement the School's Policy for a subject and statutory requirements and to be responsible for the successful achievement of whole school targets.

To co-ordinate CPD needs for a subject area (including your own) and to keep abreast of current thinking and new initiatives. Periodically, where appropriate, to run School-led sessions/workshops in school.

To monitor and evaluate implementation of the School's Policy for a subject, statutory requirements and primary practice and ensure that the subject is assessed effectively.

To develop an action plan for a subject.

To order, organise and maintain resources for a subject.

To generally liaise with other agencies where appropriate (e.g. Governors, Secondary School, PSA, Advisory teachers, etc.).

To communicate regularly with the Headteacher on a subject area.

The duties may be varied to meet the changing demands of the School at the reasonable discretion of the Headteacher. This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out above.

Date:

Signature: