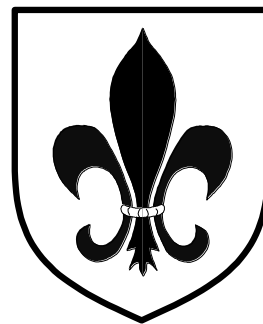


King's Ford Infant School & Nursery



Teacher Job Description

Job Title	Teacher
Grade	Depending on experience
Reports to	Headteacher – or when necessary the Deputy Head
General	<ul style="list-style-type: none">• In each case having regard to the curriculum for the school, and with a view to promoting the development of the abilities and aptitudes of the pupils in any class or group assigned to him/her.• Planning and preparing for lessons.• Teaching, according to their educational needs, the pupils assigned to him/her, including the setting and marking of work to be carried out by the pupil in the school or elsewhere.• Assessing, recording and reporting on the development, progress and attainment of pupils.• Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to him/her.• Providing guidance and advice to pupils on educational and social matters and on their further education and future careers, including information about sources or more expert advice on specific questions; making relevant records and reports.• Making records of and reports on the personal and social needs of the pupils.• Communicating and co-operating with the parents of pupils.• Communicating and co-operating with outside agencies and participating in meetings arranged for any of the purposes

described above.

- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- Participating in arrangements for the appraisal of his/her performance and that of other teachers.
- Reviewing from time to time his/her methods of teaching and programmes or work.
- Participating in arrangements for his/her further training and professional development as a teacher including and undertaking training and professional development which aim to meet needs identified in appraisal objective or in appraisal statements.
- Advising and co-operating with the Headteacher and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.
- Maintaining good order and discipline among pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- Participating in meetings at the school which are related to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.
- Attending and taking assemblies when required, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.
- These duties may be varied to meet the changing demands of the school at the reasonable discretion of the Head teacher.
- The job description does not form part of the contract of employment. It describes the way

	<p>the post holder is expected and required to perform and complete the particular duties as set out above.</p> <ul style="list-style-type: none"> • For all other terms and conditions please refer to the School Teachers Pay and Conditions Document. • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy. • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. • The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade".
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