



Stapleford Abbotts Primary Academy

Stapleford Road, Stapleford Abbotts RM4 1EJ

Headteacher: Ms E Speller

office@sapa-tkat.org, 01708 688207



Job Description

Job title: Class teacher	Name:
Salary Grade: Main scale 1-6	Last updated: April 2021

The teacher reports to Headteacher

All teaching staff at Stapleford Abbotts Primary Academy are expected to:

- Fulfil the statutory requirements of the latest School Teachers' Pay and Conditions and the 2012 Teachers' Standards. The job description may be modified by the Headteacher with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.
- Within the class ensure the full implementation of the National Curriculum for all subjects, or for the Reception class the Early Learning Goals.
- Take appropriate responsibility for your own and pupil's health, safety and welfare in accordance with legislation and school policies.

Main duties

Teaching, Planning & Assessment

- To plan and implement a curriculum to meet the varying needs of all pupils in the class and develop the personal and social aspects of learning.
- To create a positive, tidy and stimulating environment for learning where all pupils are challenged and can safely access resources. Maintain a well-organised classroom with appropriate displays, resources and materials.
- To develop effective ways of overcoming barriers to learning and sustain effective teaching through the assessment of learning.
- To keep under review the methods of planning and delivery of the curriculum, recording pupils' progress and making any required assessments.

- To maintain appropriate records and provide accurate information on pupil progress in order to report the quality of pupils' achievements in all subjects to the Headteacher and the Governing Body.
- Set and mark tasks in line with school policy both for classwork and homework in order to assess pupils progress and provide pupils with feedback that helps them improve.
- To provide a written annual report for each child assigned to you.
- To deal with other returns and requests for information about children in the form requested and contribute to references, reports to outside agencies and the like, in consultation with colleagues.
- To effectively deploy any adults working in your class, to support children's learning.
- To follow our Safeguarding procedures to report all safeguarding concerns to the Designated Safeguarding Lead

Behaviour & Conduct

- To model the ethos and core values of the school whilst teaching pupils and maintain the highest standard of professional conduct when interacting with staff, parents and members of the community;
- Take all reasonable steps to maintain good order, discipline and safety of those pupils assigned to you in line with the school's Behaviour Management Policy both when children are in school and when they are engaged in authorised school activities offsite.
- If pupils are experiencing difficulties, work with them and their parents and make recommendations as to how these may be resolved. Alert the appropriate member of staff if further advice or support is needed.
- Look for opportunities to promote and facilitate parental involvement in teaching and learning.
- Encourage interaction and teamwork within the school, share ideas and new initiatives with colleagues and identify new ways of teaching the curriculum.

Professional Development

- To take part in the school's professional development programme and participate in any professional development activities as required.
- To monitor and assess own performance and take a proactive approach to professional development. Take responsibility for your own professional development through the Teacher Appraisal process.
- To participate as required in meetings, which relate to the curriculum, administration or organisation of the school.

- Assist in the development of appropriate schemes of work and resources and contribute to the development of policies and teaching strategies.

Signatures

Post holder: _____

Please print name: _____

Date: _____

Headteacher: _____

Please print name: _____

Date: _____

