



The Robert Drake Primary School

JOB DESCRIPTION

Post Title: KS2 Teacher (maternity cover from September 2024 to end of May 2025)

Responsible to: Co-Headteachers
Phase Leader

(1) Teaching:

To plan and prepare schemes of work and complete documentation.

To teach according to their educational needs, the pupils in your class, including the setting and marking of work to be carried out by the pupil in school and elsewhere.

To promote the intellectual, physical and personal development of the pupils in your class and provide guidance and advice to pupils on educational and relevant social matters.

To make records of and reports on the personal, social and emotional needs of pupils.

To participate in arrangements for preparing pupils and assessing pupils for Standard Attainment Tests and recording and reporting assessments; and participating in arrangements for supervision during tests.

To ensure high expectations for all.

To promote inclusion and provide effective learning opportunities for all pupils.

To take responsibility for a class including;

- (i) long, medium and short term planning, assessment and teaching
- (ii) record keeping and profiles
- (iii) pupil welfare and PSHE
- (iv) to set and review targets

To contribute to the overall planning of the school, with regard to the curriculum and implement statutory initiatives taking account of the needs of all pupils.



To set a high standard of classroom practice and provide a good role model re behaviour and dress.

To support pupils in their class for whom English is an additional language.

(2) Assessment Recording and Reporting:

To assess, record and report on the development, progress and attainment of the pupils in your class.

To communicate and consult with the parents of pupils, or others who have legitimate interest in the pupils in your class including colleagues, support staff, Headteacher and Governors.

(3) Performance Management:

To participate in arrangements for the appraisal of your own performance.

(4) Further Training and Professional Development:

To keep under review your methods of teaching and programmes of work; and participate in arrangements for your further training and professional development as a teacher.

Undertake, or take such staff development as required by the School Improvement Plan and individual needs.

(5) Curriculum Development:

To advise and co-operate with the headteacher and other teachers on the preparation and development of courses of study, teaching materials, teaching schemes, methods of teaching and assessment and pastoral arrangements.

To take responsibility for specific National Curriculum subject(s).

(6) Discipline, Health and Safety:

To maintain good order and discipline among pupils and safeguard 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.

To encourage all pupils to work towards the school aims, ethos and behaviour, Discipline and Anti-Bullying Policy.

To understand and comply with the school's Safeguarding Children Policy (including Child Protection).

To comply with all health and safety and welfare policies, guidelines, procedures and systems.



To take reasonable care of own health and safety and welfare and that of others.

(7) Staff Meetings:

To participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

(8) Administration:

To participate in administrative and organisational tasks related to the duties described, including registering attendance of pupils.

To manage or supervise anyone providing support in your class.

To order and monitor use of resources.

(9) General Professional Duties:

To carry out particular duties as may reasonably be assigned to you by the headteacher.

These 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 particular duties as set out above.