**St Philip’s CE Primary School**

**Job Description: Teacher - Full Time**

**SCHOOL:** St Philip’s CE Primary School, Litherland

**JOB TITLE:** Teacher

**PRIMARY PURPOSE OF THE JOB:**

To fulfil the requirements set out in the latest Teachers' Pay and Conditions Document and to comply with Teachers’ Standards.

To have due regard to the requirements of the national curriculum, the aims of the school and the policies of the Governing Body.

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

To make contributions in the following areas: -

as a classroom practitioner

as a member of the staff team

as a creator of good and effective relationships

**DIRECTLY RESPONSIBLE TO:**

Senior Leadership Team, the Headteacher and through her, to the Governors.

**PRINCIPAL RESPONSIBILITIES**

Responsible for:

* 1. the professional duties of a class teacher as set out in the current Teachers’ Pay and Conditions Document;

**KEY AREAS OF RESPONSIBILITY**

**As a classroom practitioner**

* to ensure that the school safeguarding policy and code of conduct are followed at all times;
* implement agreed school policies and guidelines;
* support initiatives decided by the Headteacher and staff;
* to ensure strong subject knowledge across the curriculum;
* to regularly mark, record, assess and report on the attainment and progress of pupils;
* to plan and prepare work which reflects the pupil's age and ability within the class;
* to meet the needs of all children by differentiating the curriculum and tasks when appropriate and creating a stimulating and challenging environment through activities planned;
* provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils;
* keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning;
* to direct and supervise the work of classroom support staff as appropriate;
* to communicate with, and consult with, the parents of children in the class;
* to ensure the good order and discipline of pupils in the class and around school;
* to communicate and co-operate with outside agencies;
* to create within the classroom an interesting and stimulating learning environment;
* to organise materials and to display children's work, reflecting current themes and topics in line with the school display policy.
* to ensure effective use of books, stationery and other teaching materials related to his/her teaching, ensuring that any Health and Safety Regulations are observed;
* to undertake any professional duties which may be delegated from time to time by the Headteacher

**As a member of the staff team**

* to support the Christian nature of our church school, acting as a role model for pupils;
* to participate in a Performance Management Interview conducted by the Headteacher or Team Leader following guidelines set down in the Performance Management Policy.
* to participate in regular reviews of the school's curriculum;
* to assist in a whole school approach to the delivery of the curriculum;
* to play an active part in staff meetings and inset training and to participate fully in in the school’s programme for staff development ;
* to assist the management of the school in creating a climate conducive to the development of all pupils and staff.

**As a creator of good and effective relationships**

* to strive to create good and effective relationships with pupils, teaching and non-teaching staff, parents, governors and the wider community;
* to interact at a professional level with colleagues and seek to establish and maintain productive relationships and communication with them in order to improve the quality of teaching and learning in the school;
* to participate in the extra-curricular life of the school;
* to continue professional development after consultation with the Headteacher, taking into account the wider development plans for the school as a whole;
* to assist in affording equal opportunities for all pupils.

This job description may be amended at any time after discussion between the Teacher and the Headteacher but also may be reviewed annually at the Performance Management meetings.