



Knowledge • Virtue • Aspiration

Job Description - Subject Teacher

Reporting to the Head of Department and Headteacher

Greenfields Primary School with its proprietary body and school staff work closely together, utilising their skills and experience across the school. Our school is inclusive, with the highest academic standards; we take children from all backgrounds and give them the knowledge, skills and confidence to flourish. Our core belief is that every child is entitled to a high standard of education, which we deliver by implementing the cutting-edge Core Knowledge Curriculum. The happiness, well-being and success of our pupils is at the centre of everything we do.

Main responsibilities:-

Teaching and Learning

The Subject Teacher is expected to:-

- Teach children according to their needs, utilising the curriculum and syllabus adopted by the school.
- Set targets for progression designed to secure good progress for all pupils.
- Assess children's progress and provide feedback through routine marking and more formal assessment procedures.
- Maintain records of pupils' achievements according to school policy.
- Adapt and use our balanced, progressive and challenging curriculum, making it accessible to all pupils.
- Provide evidence of planning to those responsible for monitoring.
- Promote good relationships amongst pupils
- Use displays of children's work and other materials to promote high standards
- Develop, with the class Teaching Assistant (and other professionals as appropriate), a suitable programme (using IEPs (Individual Learning Plans) for child/ren who need learning support.

Classroom management and organisation

The Class Teacher is expected to:-

- Be responsible for maintaining good order and discipline among pupils and to safeguard their health and safety at all times.
- Direct classroom assistants appropriately, sharing information with them effectively.
- Provide a well-organised and tidy environment so that, wherever possible, materials and equipment can be accessed by pupils.
- Provide materials and equipment that are in good condition, suitable for the various tasks and respected by the children.
- Have regard for Health and Safety matters and ensure children are safe at all times.

Communications

The Subject Teacher is expected to:-

- Share professional and curriculum matters with other staff as and when necessary and contribute to discussions in meetings.
- Communicate and conduct suitable internal and external communications with parents and outside agencies.
- Maintain professional relationships with colleagues.
- Provide organisational information to children, parents, and other staff to ensure the smooth running of school and occasional events.
- Co-operate with other professionals and outside agencies employed to work with school and/or pupils.
- Provide information about pupil performance to children, parents and other staff.
- Deal with professional matters and sensitive issues diplomatically.
- Observe confidentiality.

Professional Disciplines and Development

The Subject Teacher is expected to:-

- Further his/her own professional development through the support of colleagues and attendance at relevant training courses, including staff Inset days.
- Participate in GFPS Staff Performance Reviews and undertake any professional training identified.

- Maintain an interest in school improvement by contributing to The School Development Plan and adopting local recommendations.
- Know and follow the Teacher's handbook of the school.

Management

The Subject Teacher is expected to:-

- Make a positive contribution to whole school or team initiatives.
- Ensure that school policies are observed.
- Stay loyal to the aims of the school.
- Enjoy the challenge of, and be committed to, teaching a rigorous, knowledge-based curriculum.
- Keep safe the reputation of the school.
- Undertake such duties and tasks which may be reasonably requested by the Headteacher.
- Carry out duties as required by the staff duty rota and/or as directed by the school Senior Leadership Team (SLT).
- If requested - to lead assembly as a member of the staff rota.
- If requested - Cover for absent colleagues.
- To be prepared to take responsibility for an area of the school curriculum.
- If requested - Be responsible for organising educational visits out of school and visiting speakers or workshops to further pupils' learning.
- If requested - Lead or take part in residential visits (Year 5 and Year 6 only). Participate in and support school events.
- Report to independent inspectors as required.

Afterschool care and supervision

If requested - the Subject Teacher is expected to:-

- Supervise pupils requiring after school care as and when required.
- Be prepared to volunteer to assist in any aspect of the pre or post school arrangements.

Supporting Child Protection

The Subject Teacher is expected:-

- Take personal responsibility for providing a safe environment for children at all times.
- Maintain professional standards and adhere to health and safety requirements, as well as Child Protection/Safeguarding guidelines.
- Actively engage with and promote the School's Safeguarding Children Policy.
- Report any concerns relating to children's welfare to the school's Designated Safeguarding Lead immediately.
- Undertake regular Child Protection training as instructed.

February 2018