



Dawpool Church of England (Aided) Primary School

Job Description for Classroom Teacher

Vision Statement	‘The Dawpool community are united in their ambition to create a school which embodies the person, love and work of Jesus Christ: a school which enables Christian values to flourish and where all children may experience the abundant life that Jesus offers.’
Purpose:	<ul style="list-style-type: none"> • To carry out the functions of a teacher in accordance with the Teacher Standards and the stated aims and objectives of the school. • To contribute to the safeguarding and promotion of welfare and personal care of children and young people with regard to the Safeguarding Policy and Mental Health & Wellbeing Policy.
Reporting to:	Deputy Headteacher / Headteacher
Liaising with:	Deputy Headteacher / Headteacher
Disclosure level:	Enhanced DBS
Christian Ethos:	To work with the Headteacher and colleagues in creating, inspiring and embodying the Christian ethos and culture of Dawpool Church of England Primary School, securing its Vision Statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and pupils to achieve their highest potential.

Duties and Responsibilities

Duties outlined in this job description are in addition to those covered by the most recent School Teachers’ Pay and Conditions Document. This may be modified by the Headteacher, after discussion with you, to reflect or anticipate changes in the job, commensurate with your experience, the salary or job title.

The post-holder may not fulfil *all* of the duties listed below but should have *the ability to fulfil all or most* of the duties.

- In consultation with the Senior Leaders, to plan, design and produce teaching materials and resources which are appropriate to age and ability and are in accordance with the school’s Improvement Plan.
- In accordance with scheme of work, plan, deliver and review lessons which are appropriate to the age and ability of the pupils so as to facilitate progression in students’ learning.
- Assess, record and report on the development, progress and attainment of the pupils assigned to him or her within the school’s guidelines.
- Manage the classroom and teaching equipment so as to create a positive learning environment which makes effective use of available resources.
- Attend meetings, carry out administrative tasks and duties as specified in the School Handbook.
- Provide and facilitate the general progress and well-being of any individual pupil within any cohort assigned to him or her, providing guidance and advice to pupils on educational and social matters.
- Implement the school’s policy with regard to registration, student absence, dress code and enforce school rules relating to behaviour and health and safety.
- Participate in full staff and departmental meetings and to contribute to school’s decision making and consultation procedures

- Be involved in the School's Appraisal process, to engage in professional development activities so as to enhance personal performance, fulfil personal potential and be able to participate effectively in the implementation of the school's goals and Improvement Plan.
- To carry out a share of supervisory duties at playtimes in accordance with published rotas.
- To participate in appropriate meetings with colleagues and parents relative to the above duties
- To operate relevant equipment/ICT packages (e.g. MS Office, internet, intranet, SIMS, E-mail)
- To keep up-to-date knowledge of the range of external agencies and opportunities that can be used to provide extra support for pupils.
- To support Teaching Assistants on a day-to-day basis.
- To ensure effective communication with all colleagues (teaching and support staff).
- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the primary curriculum.
- To contribute to the School Improvement Plan and its implementation.
- To attend all appropriate meetings.
- To plan and prepare lessons.
- To contribute to the whole school's planning activities.

Other Specific Duties:

- Commitment to promoting and enhancing Dawpool's distinctive Christian vision and values.
- To engage actively in the Appraisal process.
- To continue personal development as agreed at Appraisal.
- To undertake any other duty as specified by School Teachers' Pay and Conditions Body (STPCB) not mentioned in the above.
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To support the School's Health and Safety policy and undertake risk assessments as appropriate.
- To comply with the internet and social media code of practice.
- To show a record of excellent attendance and punctuality.
- To adhere to the school's Dress Code.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. Dawpool Primary will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.