



Houghton Conquest
Lower School
Growing together



Houghton Conquest
Pre-School

Post: Foundation Main Scale Teacher/Area Co-Ordinator

Salary Scale: MPS 1-3

Responsible to: The Headteacher

Job Purpose:

To prepare and develop units of work, to determine teaching materials, methods of teaching and assessment and pastoral arrangements. To educate and ensure the welfare of a designated class of pupils in accordance with the Conditions of Employment of School teachers, having due regard to the requirements of the National Curriculum, the school's aims, each pupils' right of access to an inclusive curriculum, objectives and policy statements of the Governing Body. Teachers share the corporate responsibilities of the well-being and discipline of all pupils.

Professional Duties

- **To meet the Teacher Standards as set out in 'Teachers' Standards in England' September 2012**
- Planning and preparing lessons;
- Teaching the pupils, including the setting and marking of work to be carried out by the pupils in school and elsewhere;
- Assessing, recording and reporting on the development, progress and attainment of pupils;
- Promoting the general progress and well-being of individual pupils and of any class or group of pupils;
- Making records and reports on the academic, personal and social needs of pupils as appropriate;
- Communicating and co-operating with outside agencies;
- Participating in meetings arranged for any of the purposes described above;
- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils;
- Participating in arrangements made in accordance with Education (School Teachers' Appraisal) (England) Regulations 2012;
- Reviewing and evaluating methods of teaching and programmes of work;
- Participating in arrangements for further training and professional development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements;
- Maintaining good order and discipline among the pupils and safeguarding 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;
- Participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements;
- Co-ordinating or managing the work of other staff;

- Taking such part as may be required in the review, development and management of activities relating to the curriculum;
- Attending assemblies, registering pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions;
- To undertake any other professional duties reasonably requested by the Headteacher.

Paragraph 62.12.1 of the School Teachers Pay and Conditions Document 2003 does not require a teacher to routinely undertake tasks of a clerical or administrative nature which do not call for the exercise of a teacher's professional skills and judgement. Without prejudice to paragraph 62.12.3 Annex 5 of the above document contains a list of tasks falling within the scope of that paragraph.

Leadership Responsibilities and Area Co-Ordination

All teaching staff will be responsible for whole school development areas. All Post Threshold teachers will be responsible for the coaching and mentoring of inexperienced staff and trainees as appropriate.

Curriculum

- Will be responsible for assessment and standards in their area of responsibility;
- Liaise with colleagues to create and update long term planning overview;
- Liaise with the SENCo in order to raise learning potential for children with SEN;
- Monitor cross-curricular references to ICT in subject plans;
- Monitor the quality of teaching and learning for their area of responsibility;
- Organise and moderate a school portfolio of assessed work;
- Liaise with colleagues in other schools to ensure subject continuity and progression.

Staff

- Raise colleagues awareness;
- Be a model of good practice for other teachers and trainees;
- Audit staff skills;
- Delivering or organising in-service training;
- Support staff to achieve the school's policies and guidelines.

Resources

- Consider resource implications and identify priority areas;
- Manage the subject budget;
- Maintain and develop resources;
- Ensure resources are used efficiently and effectively.

General

- Keep abreast of current issues;
- Produce and review policy documents;
- Report to governors when requested;
- Carry out risk assessments in line with Health and Safety requirements and school policy.

Name: Signed:

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Date: