**Thurston CE Primary Academy**

**Job description**

**Full-time Teacher of Key Stage 1**

**Salary – MPS/UPS**

We are committed to and champion equality and diversity in all aspects of employment within Thedwastre Education Trust. All employees are expected to understand and promote equality and diversity in the course of their work.

All teachers are required to undertake the duties of School Teachers as set out in the School Teachers’ Pay and Conditions Document.

General professional duties

**Curriculum:**

* to follow the curriculum for the academy, and to promote the development of the abilities and aptitudes of all the pupils in any class or group
* planning and preparing lessons (where appropriate, working with colleagues to deliver units of work in a collaborative way)
* teaching, according to the educational needs of all pupils, including the setting and marking of work to be carried out by the pupil in school and elsewhere
* assessing, recording and reporting on the development, progress and attainment of pupils
* You may also be called upon to teach other pupils from age 4-11 years as required by the school and in consultation with the Head Teacher.

**Particular duties:**

* promoting the general progress and well-being of individual pupils and of any class or group of pupils
* to teach a class/group in KS1 across the full range of subjects areas
* making relevant records and reports
* making records of and reports on the personal and social needs of pupils
* communicating and consulting with the parents of pupils
* communicating and co-operating with persons or bodies outside the academy and participating in meetings arranged for any of the purposes described above
* support the aims and ethos of the academy
* to liaise effectively with other members of staff in the delivery and evaluation of the curriculum including anyone sharing class teacher responsibilities
* to follow the policies of the academy
* to carry out playground and assembly duties as required
* to liaise with and direct all classroom assistants assigned to work with the pupils in your care
* to maintain the pupil records of the pupils in your class including SEN records and PSPs
* to administer statutory and non-statutory tests as required
* to work within a team to lead an area of learning/specific area as curriculum co-ordinator in order to make a positive learning/teaching impact across the school/MAT

**Assessments and reports:**

* providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils

**Review, induction, further training and development:**

* reviewing from time to time methods of teaching and programmes of work
* participating in arrangements for further training and professional development as a teacher, including undertaking training and professional development which aim to meet needs identified in appraisal objectives or in appraisal statements

**Educational methods:**

* co-operating and where appropriate advising with the head teacher and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements
* Keep informed of latest national/local developments in the field of education

**Discipline, health and safety:**

* 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;

**Testing pupils:**

* participating in arrangements for preparing pupils for tests, assessing pupils for the purposes of such tests, conducting tests and recording and reporting assessments

**Administration:**

* participating in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for the teachers in the school

Duties may be modified by the head teacher (with your agreement) to reflect or anticipate changes in the job, commensurate with the salary and job title.