

## Job Description: Primary Teacher

The Diocese of Norwich Education and Academies Trust and The Bishop's Church of England Primary Academy are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

<b>Responsible to</b>	Headteacher
<b>Grade</b>	MPS/UPS
<b>Hours</b>	1.0 FTE
<b>Location</b>	Based at The Bishop's Church of England Primary Academy. You may be required to travel to undertake work at academies and sites within the Diocese of Norwich Education and Academies Trust as needed.

### Job Purpose

To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students within the relevant age group

Take responsibility for the progress of a class of primary-age pupils

To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential

To contribute to raising standards of student attainment

To share and support the academy's responsibility to provide and monitor opportunities for personal and academic growth

### Duties and responsibilities

#### Operational/ Strategic Planning

- To assist in the development of appropriate syllabuses, resources, schemes of work and lesson plans in line with curriculum objectives
- To develop and foster the appropriate skills and social abilities to enable the optimum development of children, according to age, ability and aptitude.
- To plan and prepare courses and lessons, linking it to earlier learning and to inspire pupils to help the deepen their knowledge and understanding
- To contribute to the whole Academy's planning activities - liaising with colleagues and working flexibly, particularly in smaller schools

#### Curriculum Provision:

- To assist the Headteacher / Head of School to ensure that the subject area provides a range of teaching which complements the Academy's objectives.

#### Curriculum Development:

- Keeping up to date with changes and developments in the structure of the curriculum so as to ensure continued relevance to the needs of students, examining and awarding bodies and the Academy's Strategic Objectives.

**Staff Development:**

- To take part in the Academy's staff development programme by participating in arrangements for further training and professional development
- To continue personal development in the relevant areas including subject knowledge and teaching methods
- To engage actively in the Performance Management process

**Deployment of Staff**

- To ensure the effective/efficient deployment of classroom support
- To work as a member of a designated team and to contribute positively to effective working relations within the Academy

**Quality Assurance:**

- To help to implement Academy quality procedures and to adhere to those
- To contribute to the process of monitoring and evaluation of the subject area in line with agreed Academy procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required
- To review from time to time methods of teaching and programmes of work
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the Academy

**Management Information:**

- To maintain appropriate records and to provide relevant accurate and up-to-date information for SIMS, registers, etc.
- To complete the relevant documentation to assist in the tracking of students
- To track student progress and use information to inform teaching and learning

**Communications:**

- To communicate effectively with the parents of students as appropriate
- Where appropriate, to communicate and co-operate with persons or bodies outside the Academy
- To follow agreed policies for communications in the Academy

**Liaison:**

- To take part in liaison activities such as Outings, Activities, Open Days, Parents' Evenings
- To contribute to the development of effective subject links with external agencies

**Management of Resources:**

- To contribute to the process of the ordering and allocation of equipment and materials
- To assist the Headteacher / Head of School to identify resource needs and to contribute to the efficient/effective use of physical resources
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the Academy, department and the students

**Pastoral System:**

- To be a Form Teacher to an assigned group of students
- To promote the general progress and well-being of individual students and the Tutor Group as a whole
- To register students, accompany them to assemblies, encourage their full attendance and their participation in other aspects of Academy life

- To evaluate and monitor the progress of students and keep up-to-date student records as may be required
- To contribute to the preparation of Action Plans and progress files and other reports
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved
- To communicate as appropriate, with the parents of students and with persons or bodies outside the Academy concerned with the welfare of individual students, after consultation with the appropriate staff
- To apply the Behaviour Management systems so that effective learning can take place

### **Teaching:**

- To teach students according to their educational needs, including the setting and marking of work carried out by the student in Academy and elsewhere
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required
- To provide or contribute to oral and written assessments, reports and references relating to individual students and groups of students
- To ensure that ICT, Literacy, Numeracy and Academy subject specialisms are reflected in the teaching/learning experience of students
- To undertake a designated programme of teaching
- To ensure a high quality learning experience for students which meets internal and external quality standards
- To prepare and update subject materials
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus
- To maintain discipline in accordance with the Academy's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework
- To undertake assessment of students as requested by external examination bodies, departmental and Academy procedures
- To mark, grade and give written/verbal and diagnostic feedback as required
- To apply the Rewards Systems to encourage and recognise student progress
- Other Specific Duties:
- To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
- To run an extra-curricular activity
- To support the Academy in meeting its legal requirements for worship
- To promote actively the Academy's corporate policies
- To continue personal development as agreed
- To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate
- To adhere to the Academy's staff appearance code
- To undertake any other duty as specified by STPCD not mentioned in the above

### **Line management**

- The job involves no direct responsibility for the supervision or direction of other employees. The work may involve demonstration of own duties, or providing advice and guidance to new employees or others.

## Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfill the role of Primary Teacher are up to date.
- Be a professional role model, and understand and promote the aims of the Academy and the values of the Trust. Including promoting our culture of high aspiration that is rooted in our Christian values as demonstrated in the life and teachings of Jesus Christ.

### Special conditions of employment

#### Rehabilitation of Offenders Act 1974

This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.

If the jobholder is arrested, summonsed for an offence or receives a conviction a bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the Trust's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.

#### Safeguarding and Promoting the Welfare of Children and Young People

The jobholder is required to follow all Trust and academy policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

#### Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the Trust's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.

#### Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 2018 and the General Data Protection Regulations. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest Disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

#### Equality and Diversity

The Trust and the academy are committed to equality and value diversity. As such the Trust and the academy are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the Trust and the academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age,

gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

**Training and Continuous Professional Development**

The Trust has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development and learning, to engage positively in the performance management process, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

**The Trust Operates a Strictly No Smoking or Vaping Policy**

This applies to all Trust premises and those where Trust services are provided.

**This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.**

**This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.**

**Job description reviewed by:**

**Date:**