

**Diamond Wood Community Academy.  
North Road, Ravensthorpe, Dewsbury, WF13 3AD**

**JOB DESCRIPTION**

**Post:                   Teacher**

**Salary:                MPS**

**Responsible to:    Headteacher**

The statutory conditions for Employment are laid down in the School Teachers' Pay and Conditions document.

**DUTIES**

1.     Curriculum

- 1.1    To undertake teaching duties for children within the year group
- 1.2    To contribute towards and co-ordinate curriculum development within the 3 - 7 age range
- 1.3    To ensure a broad, balanced and meaningful curriculum is maintained based upon an activity - based approach which puts children at the centre of their learning.
- 1.4    To share with other members of staff, information gained from In-Service training
- 1.5    To maintain in all teaching groups a standard of behaviour and discipline consistent with the successful delivery of the teaching programme
- 1.6    To prepare, deliver, assess, display and record work for all children appropriate to their current educational programmes and in accordance with school policy
- 1.7    To promote the academic progress through such personal guidance, parental involvement and professional consultation as may be necessary having regard to the needs and abilities of each child
- 1.8    To record children's attainments and provide reports in the form and at intervals required by the school and within requirements

2. Pastoral

- 2.1 To register the attendance or absence of children in the class and to follow the school procedure for the investigation of absences and the encouragement of regular attendance
- 2.2 To promote the social welfare of individual children through personal counselling and by prompt referral to appropriate colleagues within the agreed procedures
- 2.3 To keep children's records up to date according to the school system, to provide access to them as requested within the school's policy and legal entitlement
- 2.4 To attend within the specified time allocations and at reasonable advance notice such regular or occasional meetings with colleagues, parents or representatives of other bodies as required

3. General

- 3.1 To undertake all tasks related to the organisation of the year group including adopting a positive approach to the development of independence for the children within the year group
- 3.2 To supervise the orderly movement of children around the school and to actively maintain the good order and the health and safety of children engaged in school activities both on school premises and elsewhere
- 3.3 To comply with arrangements made to cover the absence of colleagues, subject to current conditions of service
- 3.4 To carry out all other duties appropriate to the level expected of a teacher relating to the efficient organisation of the school

As part of your wider duties and responsibilities you are required to promote and actively support the School's/Trust's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable. Please visit our website : <http://www.diamondwoodacademy.co.uk/> Policies to read our safeguarding policy.

Signature of postholder \_\_\_\_\_ Date \_\_\_\_\_

Signature of Headteacher \_\_\_\_\_ Date \_\_\_\_\_

