

**OAK CE PRIMARY SCHOOL  
JOB DESCRIPTION**

**Post Title: Teacher –MPS**

**PURPOSE OF POST**

Under the direction of the Headteacher:-

- I. Maintain discipline and teach a class of children taking into account their personal, social and educational needs
- II. Maintain a professional interest in all curriculum areas
- III. Contribute to whole-school initiatives and activities.

**KEY AREAS**

- 1. Professional Duties**
- 2. Teaching Duties**
- 3. Curriculum development**
- 4. General Duties**

**1. Professional Duties**

- 1.1** To carry out the duties of a school teacher as described in the School Teachers' Pay and Conditions Document as required by the DFE.
- 1.2** To carry out the duties of a school teacher in accordance with the Local Authority's local conditions of service.

**2. Teaching Duties**

- 2.1** To teach pupils in the primary age range.
- 2.2** To maintain a high quality of classroom organisation and teaching, managing resources effectively in accordance with school policy.
- 2.3** To expect and maintain high standards of good behaviour from the pupils, both inside and outside the classroom, promoting good behaviour in accordance with the school's behaviour policy.
- 2.4** To provide a sound education for all pupils in your class, using different teaching strategies and differentiation techniques when required.
- 2.5** To ensure that your classroom organisation and teaching practice reflects the school's aims and objectives, following whole-school policies where applicable.
- 2.6** To undertake and maintain effective assessment procedures and keep accurate records according to school policy. To pass on accurate information to parents, governors, staff and outside agencies when required.

### **3. Curriculum Development**

**3.1** To maintain curriculum interest/interests throughout the school, positively promoting cross-curricular links.

**3.2** To provide advice and assistance to all school staff in respect of the curriculum interest area(s). This will involve meeting regularly with other staff/outside agencies and keeping yourself and staff informed of any developments and/or changes to the curriculum areas initiated by the school or outside agencies. To give advice to the INSET

co-ordinator and other staff about the need and /or opportunity for in-service training, both within school and by means of outside agencies

**3.3** To manage and maintain the school's resources in the curriculum area, bidding for increased resource provision required.

**3.4** To have a knowledge and understanding of the standards throughout the school in the curriculum area(s).

### **4. General Duties**

**4.1** To participate fully in the life of the school.

**4.2** To undertake appropriate training courses relevant to the post.

**4.3** To undertake any other duties that may be reasonably required within the scope of the post.

**4.4** To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the Headteacher, in consultation with the post holder.

**4.5** The post holder's duties must at all times be carried out in compliance with Kirklees Council's equal opportunities policy.

**4.6** To ensure the health and safety of all staff and resources within the post holder's area of responsibility (i.e. delegated responsibility in relation to the nature of the post holder's duties and personal responsibilities as per sections 7 & 8 of the Health and Safety at Work Act 1974)

Responsible to: The Headteacher