



## **EMLEY FIRST SCHOOL**

### **Job Description**

**JOB DESCRIPTION**      Teacher to cover Maternity Leaves – 3 days in a Year 2/3 class and 2 days in a Year 3/4 class

#### **JOB PURPOSE:**

To carry out the duties of a school teacher as set out in the School Teachers' Pay and Conditions and have due regard to the aims, ethos and policies of the School under the direction of and in consultation with the Head Teacher.

#### **A. Teaching and Learning**

- Plan activities and experiences appropriate to the age, ability and individual need of all pupils following the Curriculum Guidance for Foundation Stage and National Curriculum to ensure pupils receive a broad and balanced curriculum.
- Set clear and challenging targets for learning, building on prior attainment.
- Consider how the subjects can promote citizenship, spiritual cultural, mental and physical development and preparation for adult life.
- Reviewing and maintaining resources and a high quality learning environment.
- Recording pupil's profiles, progress and attainment in accordance with school policy.
- To positively promote engagement with parents.

#### **B. Continuous Development**

- To attend courses provided by organisations as and when appropriate and disseminate information.
- Manage a curriculum area(s) of special interest where appropriate / necessary:
  - a) be involved in the organisation, maintenance and review of resources and equipment throughout school attached to that curriculum area(s);
  - b) keep abreast of current trends and developments, attend relevant courses and disseminate information and ideas to colleagues associated with that curriculum area(s).

#### **C. Assessment and Recording**

- Assess how well learning objectives have been achieved and use this assessment to inform future teaching.
- Assess and record pupils' progress in accordance with School Policy and Statutory Guidance.
- Mark and monitor class and homework, providing constructive oral and/or written feedback and setting targets for pupils' progress.
- Provide written reports to:

- (a) parents, in accordance with school procedures and statutory requirements;
- (b) other agencies, in accordance with school procedures and Code of Practice.

#### **D. Pastoral**

- To promote, maintain and supervise the Health and Safety of pupils engaged in authorised school activities both on school premises and elsewhere.
- To demonstrate a commitment to positive behaviour management throughout school.
- To care for the physical and emotional welfare of children within the class/school.
- To follow Safeguarding and child protection procedures in accordance with School Policy to ensure the safety and welfare of children throughout the school.
- To register pupils, encourage punctuality and reinforce school attendance procedures in consultation with the Head Teacher.
- To develop positive relationships with parents and promote the home-school partnership.
- To liaise with outside agencies responsible for pupil welfare.

#### **E. General**

- To promote Equality and Diversity ensuring that, specifics of gender, race, class, ability and disability are treated in a positive and no-discriminatory manner.
- To attend meetings with colleagues, parents and outside agencies as directed by the Head Teacher.
- To adhere to safe working practices and to report any dangerous events or equipment to the relevant person
- To carry out any other duties appropriate to the level expected of a teacher on standard scale relating to the efficient organisation of the school.
- To participate on Performance Management as required by Government Regulations.

#### **F. Safeguarding**

As part of your wider duties and responsibilities you are required to promote and actively support the Council's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting them from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. Safeguarding relates to everyone who may be vulnerable, not just the very old and the very young. Please refer to the Employment page, 'More about working for Kirklees Council' on the Kirklees website. Please click [here](#) to read our safeguarding policy. Alternatively go to: <https://jobs.kirklees.gov.uk/GenText.aspx?page=page1>