

# Woodside Primary Academy

## Job Description Teacher



### Applicable Contract Terms and Duties:

This Job Description is to be performed in accordance with the relevant provisions of the current School Teachers' Pay and Conditions Document and within the range of duties set out in that document so far as is relevant to the postholders' title and salary grade. The post is otherwise subject to the Conditions of Service for School Teachers in England and Wales and to locally agreed conditions of employment to the extent that they are incorporated in the postholder's individual contract of employment.

### Job Purpose

- To teach pupils within the school.
- To carry out other associated duties which are reasonably assigned by the Head Teacher.

### Major Tasks

The professional duties of a teacher shall include:-

1. To be responsible to the Head Teacher for teaching duties and responsibilities and for teaching tasks.
2. To teach, according to their educational needs the children of an allocated class, groups or groups according to the internal organisation of the school. The post requires you to teach children within the Nursery/ Primary age range.
3. To control and oversee the use and storage of books and other teaching materials and resources provided for class use and to monitor them being aware of equal opportunities issues.
4. Maintain discipline in accordance with the school's behaviour policy.
5. To attend and contribute to meetings, discussions and management systems necessary to co-ordinate the work of the school as a whole.
6. To promote equal opportunities within the school and to seek to ensure the implementation of the school's equal opportunities policy.
7. To monitor and report to parents on the progress of children in their allocated class.

8. To assess children's achievements and progress and record this in accordance with arrangements agreed within the school.
9. To mark attendance registers.
10. To supervise the work of other adults in your classroom where appropriate.
11. To carry out particular duties which the Headteacher may reasonably direct.

**Co-ordinator Role**

1. To organise and order resources relevant to an area of the curriculum.
2. To highlight developments within the curriculum area to colleagues.
3. To attend relevant Inset to ensure updated information is received by the school regarding the given curriculum area.
4. To maintain an overview of the given curriculum area and bring issues to the attention of the management team.