



Responsible to

Principals and the Trust Board

Responsible for

None

Overall Responsibility

1. To maintain and build upon the standards achieved in the award for QTS (Primary).
2. To use Planning, Preparation and Assessment (PPA) time effectively for these purposes. At least 10% of timetabled time will be designated as PPA time, and it will be allocated in blocks of no less than 30 minutes.

General Teaching and Learning Duties

1. Teach a broad based curriculum to the assigned class or classes to facilitate the acquisition of knowledge/skills and to promote enjoyment in learning.
2. Be responsible for a designated classroom/teaching area and associated resources.
3. Direct the use of any support staff or class helpers.
4. Have high expectations of the pupils' behaviour, academic and social abilities, and set clear targets that are both realistic, measurable and which build upon prior knowledge or attainment.
5. Establish and maintain a high standard of discipline by the use of praise, rewards and sanctions, and thereby create an environment in which pupils feel safe, secure and confident.
6. Provide a challenging, yet supportive learning environment, which stimulates maintains and develops lively enquiring minds through the use of a variety of differentiated teaching methods.
7. Plan and provide structured learning opportunities, which engage pupils' interest and which take into account their needs - particularly their developing physical, intellectual, emotional and social abilities.
8. Implement and keep records on Education, Health and Care Plans.
9. Consider the needs of all pupils within lessons, including implementing specialist advice.
10. Encourage all pupils to reach their true potential and become independent learners with a positive attitude to life-long learning.
11. Value application, perseverance, initiative and independence of thought and action, as well as co-operative endeavours.
12. Develop in pupils a sense of moral values and a positive attitude towards themselves and others with a strong sense of self-respect and a respect for other people's property, ideas and beliefs irrespective of gender, race, disability or academic achievement, etc.

Monitoring, Assessment, Recording and Reporting

1. Be immediately responsible for the processes of identification, assessment, recording and reporting for the pupils in their charge.
2. Set challenging targets for the children in their class.
3. Be familiar with statutory assessment and reporting procedures, and to prepare and present informative, helpful and accurate reports to parents.
4. Write/collate high quality and informative reports to parents/carers.
5. Discuss pupils' progress and welfare with parents/carers - both formally, e.g. at parents, evenings and informally at other times.
6. Contribute towards the implementation of Education, Health and Care Plans as detailed in the current Code of Practice, particularly the planning and recording of appropriate targets, actions and outcomes.
7. Assess pupils' work systematically and use the results to inform future planning, teaching and curricular development, giving pupils both oral and written feedback.
8. Prepare pupils for National Curriculum assessments as appropriate.