



## Woodside Primary School Class Teacher Job Description

### Employment Details

<b>Job Title:</b>	Part time Y5/6 Teacher
<b>Location:</b>	Woodside Primary School
<b>Reports to (Job Title):</b>	Executive Head Teacher
<b>Grade:</b>	M1-M6
<b>Job Purpose:</b> To carry out the functions of a teacher in accordance with the Teacher Standards and the stated aims and objectives of Woodside Primary.	

### Duties and Responsibilities

#### ORGANISATION

- in consultation with the subject leads, to plan, design and produce teaching materials and resources which are appropriate to age and ability and are in accordance with the Woodside Primary Development Plan and needs of the children
- in accordance with scheme of work, plan, deliver and review lessons which are appropriate to the age and ability of the students so as to facilitate progression in students' learning
- assess, record and report on the development, progress and attainment of the students assigned to him or her within the Woodside Primary guidelines
- manage the classroom and teaching equipment so as to create a positive learning environment which makes effective use of available resources.
- attend meetings, carry out administrative tasks and duties as specified in the Staff Handbook
- provide and facilitate the general progress and well-being of all students, including those with SEND or in receipt of Pupil Premium, assigned to him or her, providing guidance and advice to them on educational and social matters
- implement the Woodside Primary policy with regard to registration, student absence, dress code and enforce Woodside Primary rules relating to behaviour and health and safety
- participate in full staff meetings and to contribute to Woodside Primary decision making and consultation procedures
- be involved in the Woodside Primary Performance Management process, to engage in professional development activities so as to enhance personal performance, fulfil personal potential and be able to participate effectively in the implementation of Woodside Primary goals and Development Plan

## ADDITIONAL SPECIFIC RESPONSIBILITY

### GENERAL DUTIES

- to carry out a share of supervisory duties in accordance with published rotas
- to participate in appropriate meetings with colleagues and parents relative to the above duties
- to be a subject lead, with the support of our leadership team (unless in ECT phase)

### RESOURCES

- Operate relevant equipment/ICT packages (e.g. MS Office, Insight, My Concern, E-mail)
- Keep up-to-date knowledge of the range of external agencies and opportunities that can be used to provide extra support for students
- Support Teaching Assistants with day to day issues
- Ensure effective communication with all colleagues (teaching and support staff)

### **Disclosure and Barring**

This post is classed as having a high degree of contact with children and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of our pre-employment checks.

Name:		Signature:	
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**Note:** This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.