



## **Bournes Green Junior School**

### **Summary of Job Description - Teacher**

Each teacher works with the Headteacher, all staff and Governors to maintain a caring environment in which all individuals are valued and high standards are promoted and celebrated.

### **The Teachers' Responsibilities are:**

1. To plan, prepare and teach a balanced programme of work, suitable to the needs of each child and in accordance with the school's available schemes of work.
2. To provide a stimulating and attractive learning environment.
3. To mark all written work promptly in line with our Marking Policy.
4. To liaise with subject co-ordinators in matters related to a specific curriculum area.
5. To assess, record and report each child's progress, attainment, personal and social development using school procedures.
6. To promote the well-being of individual pupils and the class by maintaining a warm and secure environment.
7. To consult the SENCO over the progress of children with Special Educational Needs.
8. To foster good relationships and effective communication with parents.
9. To participate in relevant meetings.
10. To be responsible for his/her own safety and the safety of pupils and colleagues and to observe all Health and Safety procedures. e.g. hot drinks must not be taken into the classroom if children are present or expected unless covered safely.
11. To keep abreast of educational development through attendance at courses, including some during his/her own time.
12. To be responsible for the safe and effective use and careful storage of all resources and to educate pupils in their responsibilities.
13. To participate in arrangements for his/her appraisal.
14. To carry out any other professional duties as defined in the current School Teachers Pay and Conditions document.

### Person Specification: B.G.J.S Class Teacher

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Qualified Teacher status	Evidence of continuous INSET and commitment to further professional development.
<b>Experience</b>	The Teacher should have experience of teaching at Key Stage 2. <b>We are ideally looking for teachers who have been teaching for at least 2 years and are ready for a new and exciting challenge.</b>	In addition, the Teacher might have experience of: Teaching across the whole Primary age range. (Particularly KS2)
<b>Knowledge and understanding</b>	The Teacher should have knowledge and understanding of: <ul style="list-style-type: none"> <li>• the theory and practice of providing effectively for the individual needs of children</li> <li>• statutory National Curriculum requirements at the appropriate key stage;</li> <li>• the monitoring, assessment, recording and reporting of pupils' progress;</li> <li>• the statutory requirements of legislation concerning Equal Opportunities, Health &amp; Safety, SEN and Child Protection;</li> <li>• the positive links necessary within school and with all its stakeholders;</li> <li>• effective teaching and learning styles.</li> </ul>	
<b>Skills</b>	The Teacher will be able to: promote the school's aims positively, and use effective strategies to monitor motivation and morale; develop good personal	In addition, the Teacher might be able to contribute to our Music department. We would love a pianist!  Alternatively, the teacher may

	relationships within a team; establish and develop close relationships with parents, governors and the community; communicate effectively (both orally and in writing) to a variety of audiences; create a happy, challenging and effective learning environment.	be able to offer leadership with other extra-curricular activities/ clubs.
<b>Personal characteristics</b>	Approachable Committed Empathetic Enthusiastic Creative Organised Patient Resourceful Positive	

Name .....

Signed..... Dated .....