



Khalsa Primary School

Job description – Classroom Teacher

The teacher will fulfil the duties of a school teacher as specified in the School Teachers Pay and Conditions Document and with due regard for the school aims, curriculum and other policies of the Governing body.

Curriculum content, planning and assessment

- Demonstrate knowledge and understanding of the primary curriculum.
- Ensure continuity and progression in the work that they plan and deliver.
- Ensure that all planning is available and accessible to support staff, colleagues, other professionals and the Headteacher.
- Create opportunities in all teaching for the development of pupils' language, reading, numeracy, ICT and other skills.
- Demonstrate knowledge and understanding of the primary curriculum that they have studied at a level which allows effective teaching of these subjects.
- Test, assess and record progress of individual pupils.
- Mark appropriately and effectively to inform learning.
- Judge pupils' performance against relevant criteria and standards
- Use testing to inform subsequent planning and teaching.
- Regularly review long, medium and short term planning individually or within a team.
- Provide oral and written feedback to pupils about their learning and outcomes.
- Prepare and present reports to parents on pupils' progress.
- Communicate with parents and advise them of the educational progress of their child at parents' evenings or other times.
- Plan and mark homework appropriately and effectively.

Teaching strategies

- Identify individual needs of their pupils and respond appropriately.
- Understand the different ways in which pupils learn and the various factors that affect the learning process.
- Set appropriate and challenging expectations for pupils and themselves in all areas of the curriculum.
- Establish clear expectations of pupil behaviour and ensure appropriate standards of discipline are maintained in the school.
- Develop pupils' spiritual, moral, social and cultural values.
- Create a purposeful, well-organised and lively environment for children to learn in; motivate and interest pupils.
- Present learning tasks and lessons in a clear, focussed and stimulating manner.
- Teach whole classes, groups and individuals and use the most effective and appropriate style in different situations.
- Use a variety of techniques such as questioning, instructing, explaining and feedback to communicate clearly and effectively with pupils.
- Use time effectively and economically.
- Use ICT and other resources for effective teaching.
- Make ethical and appropriate decisions when purchasing teaching resources.

General duties

- To promote high standards in all aspects of school life, including playground and associated rotas and good housekeeping.
- Be a Sikh or non-Sikh who is sympathetic with the ethos and values of the Sikh religion.
- Maintain confidentiality and professional conduct at all times.
- Support and promote decisions and policies agreed by the SLT and the governing body.
- Make a positive contribution to the formulation of the School Improvement Plan and policies in all areas of school life.
- Actively organise and participate in activities connected with the school.
- Actively take part and organise assemblies.
- Develop effective working relationships with professional colleagues.
- Develop own professional knowledge, skills and understanding through active participation at meetings and training.