



# FULWELL INFANT SCHOOL ACADEMY



## JOB DESCRIPTION

Job Title:	Main Scale Teacher (maternity cover)
Grade:	Main Pay Scale 4
Job Location:	Fulwell Infant School Academy
Responsible to:	Head Teacher

### Main purpose of the Post

All staff at Fulwell Infant School Academy share a professional responsibility to deliver the highest possible levels of education and care for our children and their families. In carrying out the following duties and responsibilities, teachers should seek to support this aim and promote the welcoming ethos of the school and safeguard children at all times.

### Professional Responsibilities

The post holder will be required to exercise his/her professional skills and judgment to carry out, in a collaborative manner, the professional duties set out below.

Based on the planned 1265 hours of directed time wherein the teacher may need to work additional hours in order to discharge professional duties effectively and to their own satisfaction especially in marking, preparation, report writing and collection of teacher material. Consideration must be given to maintaining a reasonable work/life balance. This will be supported by PPA each week.

### Teacher

- To provide stimulating and exciting learning experiences and a relevant learning environment that showcases children's learning
- To teach children according to their learning needs ensuring the effective development of basic skills to access learning.
- To be the teacher for a class group of children, co-ordinating monitoring, assessing, reporting and supporting the effective progress of all children.
- To be accountable for the progress and attainment of all children, reporting data to leadership termly or as requested.
- To identify and develop the progress made by all children, including that of groups e.g. boys, girls, SEN, G & T, EAL, LAC.
- To manage and develop strategies and intervention programmes to target any children underachieving, at the earliest opportunity.
- To motivate children by developing their interests linked to relevant learning objectives
- To use effective (current) assessment strategies.
- To plan learning, in response to assessment information, submitting the plans to the headteacher by email, weekly.





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- To ensure good standards of discipline through effective behaviour management in line with the school policy.
- To work within a year group team to ensure the co-ordination and effective use of all practitioners.
- To support parents in understanding the learning and development needs of their child.
- To maintain good levels of knowledge in regard to latest research in effective teaching approaches relevant to the developmental stage of children.

## **Learning Team Member**

- To contribute to team discussions.
- To demonstrate best practice in terms of teaching and learning for colleagues and visitors.
- To contribute to the process of monitoring and evaluating children's progress and the quality of the school's provision.
- To contribute to the formulation and implementation of policies as agreed.
- To promote a rich, curriculum actively enhancing diversity within the school

## **Performance Management**

- To take responsibility for personal learning development.
- To engage actively in the Performance Management review process.

## **Other Specific Duties**

- To play a full part in the life of the school actively supporting the vision of the school. To contribute to wider activities such as evening information sharing meetings, school fayres etc
- To contribute to the broader aspects of school life, including learning beyond the classroom.
- To actively promote the school's corporate policies.
- Contribute to Self Evaluation by meeting requests and deadlines for information actively supporting the Leadership Team.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the council.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.

The post holder must carry out their duties with full regard to the Council's Equal Opportunities Policy, Code of Conduct, Safeguarding Policy (in line with SSCB procedures) and all other Council Policies.

The post holder must comply with the Council's Health and Safety rules and regulations and with Health and Safety legislation.

