

# **Benson C of E Primary School**

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Headteacher: Mrs Helen Crolla

## **JOB DESCRIPTION – TEACHER**

### **The post-holder:**

- Is responsible to the Head Teacher in all matters.
- Interacts on a professional level with colleagues.
- Seeks to establish and maintain productive relationships with them in order to promote mutual understanding of the subjects in the curriculum and to reduce subject isolation.

This appointment is subject to the current conditions of employment of teachers contained in the School Teachers' Pay and Conditions Document, the Education Act 1997, the required standards for Qualified Teacher Status, other current legislation and the College's Articles of Government.

This job description may be amended at any time following discussion between the Head Teacher and member of staff, and will be reviewed annually.

### **AREAS OF RESPONSIBILITY AND KEY TASKS:**

Planning, teaching and class management - to:

Teach pupils by planning their teaching to achieve progression of learning through:

- Identifying clear teaching objectives and specifying how they will be taught and assessed;
- Setting tasks which challenge students and ensure high levels of interest;
- Ability to work with other Teachers to ensure appropriate transition for the children;
- Setting appropriate and challenging expectations;
- Setting clear targets, building on prior attainment;
- Identifying SEN and More Able students;
- Provide clear structures for lessons maintaining pace, motivation and challenge;
- Make effective use of assessment and ensure coverage of programmes of study;
- Ensure effective teaching and best use of available time;
- Monitor and intervene to ensure sound learning and discipline.

Use a variety of teaching methods:

- Match approach to content, structure information, present learning intentions and use appropriate vocabulary;
- Use effective questioning, listen carefully to students, give attention to errors and misconceptions;



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- Select appropriate learning resources and develop study skills through library, ICT and other sources;
- Ensure students acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- Evaluate own teaching critically to improve effectiveness;
- Liaise with colleagues to deliver units of work in a collaborative way;
- Work effectively with teaching assistants and the SENCO.

Monitoring, assessment, recording, reporting:

Assess how well learning objectives have been achieved and use them to:

- Improve specific aspects of teaching;
- Mark and monitor children's work and set targets for progress;
- Check work is understood and completed, monitor strengths and weaknesses;
- Assess and record students' progress systematically and keep records to inform planning and recognise the level at which the student is achieving;
- Prepare and present informative reports to parents.

Other professional requirements:

- Experience of leading maths would be an advantage but not essential;
- Have a working knowledge of teachers' professional duties and legal liabilities;
- Co-operate at all times within the stated policies and practises of the school;
- Establish effective working relationships and set a good example through their presentation and professional conduct;
- Endeavour to give every child the opportunity to reach their potential and meet high expectations;
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school;
- Take responsibility for your own professional development and duties in relation to school policies and practices;
- Liaise effectively with parents;
- Take on any additional responsibilities which might from time to time be determined.

## **HEALTH AND SAFETY**

- Have regard, knowledge and understanding of own Health and Safety and the operation of the policies on Health and Safety within the school setting in order to safeguard all stakeholders.

## **SAFE GUARDING**

- Provide an up to date enhanced DBS check and documents supporting identification and qualifications;
- Ensure the safety of all pupils by identifying the child protection officer within the school – to ensure relevant and appropriate dialogue can be maintained if required.
- Adhering to the School's Child Protection Policy and associated guidance.

## **ADDITIONAL RESPONSIBILITIES**

For the teacher with appropriate experience there may be a role leading an area of the curriculum. The role would include:

- Write policy in consultation with colleagues.
- Lead, as directed, in INSET in order to keep colleagues abreast of trends and developments in education especially those relevant to the duties and responsibilities of the post.
- Monitor standards in their curriculum subjects and help to raise standards throughout the school.
- Keep curriculum file with overview of subject, action plans, evidence of monitoring achievement, budget breakdown and other relevant curriculum documents.
- Report to governors and inform them about developments in their subject.
- Maintain the profile of their curriculum area with staff and pupils through enrichment days, displays and other initiatives.