



King Offa Primary Academy

Knowledge – Opportunity – Pride - Achievement



Teacher – Job Description

The post-holder reports to the Headteacher in all matters. The post-holder is expected to interact, on a professional level, with colleagues, in order to ensure excellent provision for all pupils and work collaboratively with all other colleagues.

MAIN PURPOSE OF THE JOB

To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the head of school.

To fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document

To meet the expectations set out in the Teachers' Standards

Planning, Teaching and Class Management

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
- Set high expectations which inspire, motivate and challenge pupils
- Teach pupils to think and talk about their learning, develop self-control and independence, concentrate and persevere, and to listen attentively
- Promote good progress and outcomes by pupils
- Ensure the effective and efficient deployment of classroom support taking account of pupils' needs by providing structured learning opportunities
- Maintain discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework
- Demonstrate good subject and curriculum knowledge

Monitoring, Assessment, Recording, Reporting

- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
- Mark and monitor pupils' work and set targets for progress in line with the school's feedback and marking policies
- Assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses
- Undertake assessment of pupils as requested by examination bodies, departmental and school procedures
- Participate in arrangements for preparing pupils for external tests
- Prepare and present informative reports to parents.



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Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes

Curriculum Development

- Have lead responsibility for a subject or aspect of the school's work and develop plans which identify clear targets and success criteria for its development and / or maintenance
- Contribute to the whole school's planning activities.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

In addition, the post is subject to compliance with;

- School policies, guidelines and procedures.
- AAT policies.
- All staff have a responsibility for providing and safeguarding the welfare of children and young persons h/she is responsible for or comes into contact with.

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation. This job description should be read in conjunction with 'Clarification notes on the exercise of professional duties for all teachers, other than head teachers' contained at Appendix A This job description should be read in conjunction with 'Clarification notes on the exercise of professional duties for all teachers, other than head teachers' contained within Parts XI and XII of the School Teachers' Pay & Conditions Document.. This job description may be amended at any time following discussion between the head teacher and member of staff

May 2025

Signed by member of staff: