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| **Newbold School** http://www.newboldschool.co.uk/images/top.ht2.jpg  **Job Description for Teachers** |
| **Our teachers must:**   * Teach all areas of the primary curriculum * Take responsibility for the progress of a class of primary-age pupils * Organise the classroom and learning resources and creating displays to encourage a positive learning environment * Plan, prepare and present lessons that cater for the needs of the whole ability range within the class * Motivate pupils with enthusiastic, imaginative presentation * Maintain discipline (specific to the school behaviour policy) * Prepare and mark work to facilitate positive pupil development * Meet requirements for the assessment and recording of pupils' development (using Herts for Learning system) * Provide feedback to parents and carers on a pupil's progress at parents' evenings and other meetings, as required * Coordinate activities and resources within a specific area of the curriculum, and supporting colleagues in the delivery of this specialist area (subject management) * Provide pastoral care * Work with others to plan and coordinate work (including TAs) * Keep up to date with changes and developments in the structure of the curriculum * Organise and take part in school events, outings and activities which may take place at weekends or in the evening * Liaise with colleagues and work flexibly * Work with parents and school governors to maximise their involvement in the school and the development of resources for the school * Maintain confidentiality of sensitive documents * Assist in administrative and managerial tasks, as requested by the Headteacher - such as registering pupils, organising school trips etc… * Safeguard pupils according to the school’s Safeguarding Policy and take responsibility for reading/understanding all relevant safeguarding documents. * Provide assistance, to a reasonable level, with the following: cover for absent colleagues; lunchtime (if needed) (NB We have lunchtime staff); breaktime playground supervision; after-school clubs (not every term) * Meet with professionals from other agencies - e.g. education welfare, educational psychology, if/when required * Work as part of a team to deliver the school curriculum drivers |