

GATESHEAD COUNCIL

School: Portobello Primary School

Post No:	Job Title: Teacher
Job Purpose:	<p>To be an efficient, enthusiastic, committed teacher, flexible and able to contribute to a whole-school approach. To be a member of a designated curriculum team.</p> <p>To be involved in developing the wider curriculum of the school, including involvement in extra-curricular activities.</p>
Reporting to:	Head Teacher
Responsible for:	
Salary/Grade:	
Main (Core) Duties	
General Duties	<p>Curriculum Design</p> <p>As a member of a curriculum team, duties will include assisting in the development of school policies and schemes of work which cater for the needs of the children at each particular stage of development and appropriate to the full ability range.</p> <p>The policies and schemes of work should ensure that each teacher is provided with a framework to ensure continuity and progression and that the following requirements are met:</p> <ul style="list-style-type: none">• School aims and objectives.• Coverage of National Curriculum Programme of Study.• Governors, school, QCA and LEA policies.• Cross-curricular issues, including multi-cultural, equal opportunities, oracy, personal and social education, inclusion and ICT, where applicable.

	<ul style="list-style-type: none"> • Long-term planning to foster curriculum continuity and progression throughout the primary phase and beyond. • Provision for, and organisation of, whole school themes and activities. • A clear programme of knowledge, skills and concepts to be developed. • Provision for a curriculum audit to inform future planning and to make a contribution to the school's Strategic Development Plan and Annual School Improvement Plans.
	<p>Communication</p> <p>To communicate effectively and be able to:</p> <ul style="list-style-type: none"> • Take part in staff discussion/curriculum meetings. • Encourage a positive attitude to the areas of work for which you are part of the curriculum team. • Advise colleagues on lesson content, preparation, organisation and methodology and interpretation of POS and ATs. • Advise on the use of equipment and resources. • Inform newly appointed staff on school policy. • Liaise with staff throughout the primary phase. • Liaise with the appropriate secondary sector staff. • Communicate with the wider community, eg parents, governors, advisory staff and other support agencies. • Consult with the Head Teacher about developments, standards, concerns etc, within the curricular areas.

	<p>Resource Management</p> <ul style="list-style-type: none"> • Ensure that the use of resources is monitored and audited. • Provide and update resources for the subject area in consultation with colleagues, ensuring they are appropriate to the needs of the children. • Introduce new resources/equipment where appropriate. • Promote a caring attitude in the children. • Ensure, with Teaching Assistant support, centrally stored resources for these subjects are kept in a safe, tidy and easily accessible manner. • Ensure appropriate financial records are maintained to satisfy Internal Audit re budget allocations.
	<p>Assessment and Record Keeping</p> <ul style="list-style-type: none"> • To support in developing a range of assessment strategies appropriate to task and the development of children in line with school policy. • To promote assessment as a means of informing planning. • To apply SATs where appropriate. • To apply standardised tests as required to inform target setting. • To apply National Tests appropriate to the year group being taught. • To ensure a record-keeping system appropriate to each subject and school policy. • To contribute to the school's self-evaluation process.

	<p>Professional Development of Self and Others</p> <ul style="list-style-type: none">• Attendance at in-service courses in order to develop own abilities and expertise.• Keep up to date with personal reading.• To be involved in the school's Performance Management Programme.• Look for possible extensions of curricular work.• Arrange/deliver school-based, in-service for staff where appropriate in consultation with the Head Teacher and the school's SDO.
	<p>Monitoring/School Improvement</p> <ul style="list-style-type: none">• Monitor standards within these curricular areas looking to promote and improve the quality of teaching and learning throughout the school.• To be involved in school improvement initiatives.• To be involved in target setting.• To contribute to the achievement of the school's Development/Improvement/Action Plans.• To constantly review all of the above in partnership with the Head Teacher/SMT to ensure school targets for these curriculum areas are met.