



Al- Furqan Primary School

Job title: Teacher

Responsible to: Assistant Headteacher, Deputy Headteacher, Headteacher and the Governing Body

This appointment is subject to the current conditions of employment of teachers contained in the School Teachers' Pay and Conditions Document, the Education Act 2011, the required standards for Qualified Teacher Status, other current educational legislation and the school's articles of government.

Areas of responsibility and key tasks:

- To uphold the Islamic ethos of Al Furqan school

A. Planning, teaching and class management

To teach allocated 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 pupils and ensure high levels of interest
- setting appropriate and demanding expectations
- setting clear targets, building on prior attainment
- identifying SEN or very able pupils
- providing clear structures for lessons, maintaining pace, motivation and challenge
- making effective use of assessment and ensuring coverage of programmes of study
- ensuring effective teaching and best use of available time;
- monitoring and intervening to ensure sound learning and discipline
- using a variety of teaching methods to:
 - match approach to content
 - structure information
 - present a set of key ideas
 - use appropriate vocabulary
 - use effective questioning
 - listen carefully to pupils
 - give attention to errors and misconceptions
 - select appropriate learning resources and develop study skills through the library, I.C.T. and other sources

- ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
- evaluate their own teaching critically to improve effectiveness

B. Monitoring, assessment, recording, reporting

To use monitoring and assessment procedures to:

- 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;
- assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving;
- prepare and present informative reports to parents.

C. Other professional requirements

You need to:

- have a working knowledge of teachers' professional duties and legal liabilities;
- operate at all times within the stated policies and practices of the school;
- establish effective working relationships and set a good example through their presentation and personal 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 their own professional development and duties in relation to school policies and practices;
- liaise effectively with parents and governors.
- take on any additional responsibilities which might from time to time be determined.

Note:

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

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

Job description issued on:

Signature of Headteacher:

Copy received by:

Date:

January 2015

