

## JOB DESCRIPTION FOR KEY STAGE 2 TEACHER

### **GENERAL DUTIES AS A TEACHER**

- To undertake a teaching role for a variety of subjects, taking into account children's different needs and abilities.
- To be responsible for the preparation and marking of children's work including homework, and to keep accurate records of pupil performance as required.
- To write both summary report and full written reports when required.
- To attend parent consultation evenings as required.
- To attend staff meetings and continuing professional development (CPD) sessions.
- To actively engage in the Performance Management (appraisal) process.
- To liaise with subject leaders to keep up to date and well informed on matters concerning their subjects, particularly the implication of the National Curriculum.
- To undertake playground supervision and bus duty on a weekly basis.
- To maintain good order and discipline within all lessons in order that effective learning takes place.
- To apply subject and other School policies.
- To set high standards personally and have high expectations of all children.

### **FORM TUTOR**

- To undertake pastoral care and responsibility for the work of children in the tutor group.
- To liaise with the Year Leader and parents, as appropriate, regarding a child's pastoral and/or academic progress.
- To undertake consultation evenings with parents and the necessary preparation and follow up.
- To attend meetings and consult regularly with other staff in the year group on general matters of the curriculum.
- To undertake the accurate completion of attendance registers.
- To create and maintain the classroom as an organised, caring, secure and attractive learning environment.
- To routinely check each child's homework diary/planner.
- To monitor the behaviour and standards of work of children in the tutor group.
- To co-ordinate issues relating to merit badges/certificates for children in the tutor group, and to keep the Year Leader informed.