

# SIR FREDERIC OSBORN SCHOOL – JOB DESCRIPTION KEY STAGE 2 TEACHER OF LITERACY AND NUMERACY



- Job Title:** Key Stage 2 Teacher of Literacy and Numeracy
- Responsible to:** Headteacher through the Assistant Head for Progress and the Directors of English and Literacy and Mathematics
- Purpose:** To deliver high quality teaching and learning to Year 7 students who are assigned to the post holder and require additional support in both Mathematics and English and Literacy

## **Main Duties:**

All teachers work within the statutory conditions of employment set out in the current School Teachers' Pay and Conditions Document, under the direction of the Headteacher and in accordance with school policies. The duties below are not, therefore, an exhaustive list of what is required.

## **Teaching and Learning**

- Develop, deliver and share schemes of learning designed to facilitate progress of Year 7 students who require additional support in both Mathematics and English and Literacy to enable them to make accelerated progress, in accordance with National Curriculum programmes of study and the school's Teaching and Learning Policy and set, publish and assess homework in line with the School Policy.
- Liaise with relevant colleagues on the planning of schemes of learning.
- Work in collaboration with Teaching Assistants attached to any teaching group
- Take account of students' prior levels of attainment and use them to set targets for future improvements
- Set work for students absent from school for health or disciplinary reasons
- Maintain good discipline by adherence to the advice given to staff in the staff handbook and elsewhere
- Set high expectations for students' behaviour by establishing a purposeful working atmosphere in accordance with the school's Behaviour Policy.
- Set appropriate and demanding expectations for students' learning, motivation and presentation of work

## **Assessment, Recording and Reporting**

- Maintain notes and plans of lessons undertaken and records of students' work
- Mark, monitor and return work within a reasonable and agreed time span following the school's marking procedure, providing constructive oral and written feedback and clear targets for future learning as appropriate
- Carry out assessment programmes (e.g. reports) as agreed by the school or departments
- Complete student records of achievement in line with policy and as specified in the published calendar
- Attend the appropriate Learning Review meetings and Parents' Evenings to keep parents informed as to the progress of their child
- Be familiar with the Code of Practice for identification and assessment of Special Educational Needs and keep appropriate records on Individual Education Plans for students

## **Pastoral Work**

- Undertake responsibility for a tutor group as required, setting high expectations
- Be the first point of contact for parents of students in the tutor group
- Monitor the social and academic progress of individuals in the tutor group
- Promote good attendance and monitor in accordance with the school's attendance policy
- Act as mentor to a group of students as designated by Director of Learning

## **Professional Standards**

- Responsible for safeguarding/protection of children within their setting
- Support the aims of the school to promote a 'learning community'



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- Treat all members of the community, colleagues and students, with respect and consideration
- Treat all students fairly, consistently and without prejudice
- Set a good example to students in terms of appropriate dress, standards of punctuality and attendance
- Promote the aims of the school by attendance at and participation in events such as open evenings, options evenings and the like (as appropriate to their responsibilities)
- Support the ethos of the school by upholding the behaviour code, uniform regulations etc
- Take responsibility for their own professional development and participate in staff training when provided
- Reflect on their own practice as well as the practices of the school with aim of improving all that we do
- Read and adhere to the various policies of the school as expressed in the School Improvement Plan, the staff handbook, subject team/year team documentation etc
- Take a full part in the delivery of the school's PSHCE programme
- Participate in the management of the school by attending various team and staff meetings
- Undertake duties as prescribed within school policies
- Ensure that all deadlines are met as published in the school calendar
- Undertake professional duties that may be reasonably assigned to them by the headteacher
- Be proactive and take responsibility for matters relating to health and safety

This job description sets out the duties of the post at the time it is drawn up; it will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. The Headteacher may vary the duties from time to time without changing their general character or the level of responsibility entailed.

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| Signed<br>(member of staff) | Signed<br>(Headteacher) |
| Date                        | Date                    |