



## BEECHES PRIMARY SCHOOL JOB DESCRIPTION - TEACHER



### Title and Grade of Post

Teacher: MPR 1-6/UPR 1-3

### Purpose of the Job

- To promote the general progress and wellbeing of individual pupils and of any class or groups assigned to her/him.
- To teach pupils within the school and to carry out such other associated duties as are reasonably assigned by the headteacher.

### Line Management

1. The postholder is responsible to the headteacher, deputy headteacher, assistant headteacher and Year Group Leader (YGL) for their teaching duties and responsibilities and for teaching tasks.
2. The postholder is responsible for the supervision of the work of classroom assistants and other adults providing support in the classroom.

### Duties and Responsibilities

The particular responsibilities attaching to the post of teacher are as follows:

1. Actively support the headteacher, governors and staff in the promotion and achievement of the positive ethos, vision and objectives of the school.
2. Listen attentively to the concerns of children, showing respect, kindness, compassion and a desire to help them at all times.
3. Demonstrate a commitment to promoting the school's anti-racism ethos.
4. Consistently demonstrate a commitment to upholding the UN Convention on the Rights of the Child.
5. Liaise with the headteacher, members of the leadership team, YGLs, curriculum leaders, teaching and support staff where appropriate.
6. Mark class attendance registers.
7. Plan and prepare work for pupils assigned to them.
8. Teach, according to their educational needs, pupils assigned to them in the allocated group or class including the setting and marking of work carried out by those pupils in accordance to the policies of the school.
9. Assess, record and report on the development, progress and attainment achieved by those pupils they are assigned to teach.
10. Keep assessments up to date and complete, including ICT based assessments stored on the school's computer system.
11. Take part in parents' evenings and monitor and report to parents/carers on the progress of pupils, including progress against targets, in the allocated group or class including EHCPs, SSPPs and ITPs.
12. Control and oversee the use and storage of books and other teaching materials provided for class usage.
13. Supervise the work of teaching assistants and any other adults relevant to the allocated class, including setting work for their groups/activities and ensuring they have the necessary planning in advance.
14. Participate in any arrangement within an agreed national framework for the appraisal of their performance.
15. Help pupils with individual guidance as necessary.
16. Attend assemblies for pupils assigned to them unless a dispensation has been granted.
17. Deliver assemblies and lead classes in delivering assemblies as required.
18. Undertake supervision during buffer time and at children's break times where appropriate (excluding lunch times).
19. Plan and lead educational visits, ensuring all requirements, including risk assessment, are carried out.

20. Take all reasonable steps to maintain discipline in accordance with the rules and behaviour policy of the school for own class and other pupils across the school.
21. Contribute to meetings, discussions and management systems necessary to co-ordinate the work of the school as a whole.
22. Be punctual with submission of requests (e.g. book sampling, assessment results), adhering to deadlines and informing SLT at the earliest opportunity if a deadline is unlikely to be met.
23. Compile annual written reports as required for all allocated children.
24. Promote equal opportunities within the school and to seek to ensure the implementation of the school's equal opportunities policy.
25. Positively and courteously engage with all colleagues at all times.
26. Actively engage in partnership and inclusion opportunities with partner schools and agencies.
27. Respond positively to new initiatives in school.
28. Engage positively in all continuing professional development (CPD), including whole school and individual CPD activities.
29. Consistently demonstrate competence in all aspects of the Teachers' Standards.

**For teachers on or aspiring to reach the Upper Pay Range (UPR), additional responsibilities are as follows:**

1. Consistently demonstrate that they are highly competent in all elements of the Teachers' Standards.
2. Demonstrate achievements and contributions to the school that are substantial and sustained.

#### **Conditions of Employment**

The above responsibilities are in accordance with the requirements of the School Teachers' Pay and Conditions Document and within the range of duties set out in that document so far as relevant to the postholder's title and salary grade. In addition, to perform in accordance with the Birmingham City Council Code of Conduct and Practice for Registered Teachers booklet.

#### **Review and Amendment**

This job description is usually subject to annual review. It may be amended at the request of the headteacher or post holder but only after full consultation. It will be signed if agreement is reached.

#### **Grievance**

If, following review and amendment, agreement is not reached, the appropriate procedures should be used for the settling of any disputes.

Updated March 2026

Signed:..... (Teacher) Date:.....

Signed:..... (Headteacher) Date:.....