



## **JOB DESCRIPTION: PRIMARY TEACHER**

**Responsibilities delegated by: Head  
Deputy Head teachers  
Head of Department**

### **General Responsibilities**

1. to understand and implement the School's aims and objectives, acknowledging the ethos of a specialist music school which is also a boarding school
2. to assume, alongside all other staff, corporate responsibility for the behaviour, supervision and safety of students at all times whilst on School premises and on official out-of-school activities
3. to undertake such duties, administrative tasks and responsibilities as may reasonably be directed by the Head.

### **Main Duties**

1. to teach (see Teacher Supplement)
  - ◆ on a full timetable of maximum 21 contact hours per week, or
  - ◆ on a part-time timetable of contact hours per week, negotiable on an annual basis (as agreed at interview)
2. to plan, prepare and deliver lessons which follow agreed schemes of work
3. to set homework according to the agreed homework timetable, to mark work regularly, to keep records up-to-date and to provide relevant feedback to students
4. to assess and report on students' work and progress according to the School's formal and informal reporting procedures and schedules
5. to fulfil, where relevant, external requirements for the preparation of students for public examinations eg moderation of coursework, assessment and recording of work, oral/aural testing of students supervision of examinations.
6. to contribute to the setting of internal examinations, their supervision and marking
7. to maintain high personal and professional standards, both inside and outside the classroom
8. to assist in devising departmental schemes of work, to contribute to the general work and development of the department, to implement its policies and to undertake tasks arising from these
9. to maintain subject expertise and keep subject awareness up-to-date, through whatever means are appropriate
10. to maintain high standards of student behaviour and good order in the classroom and around School, and to pursue appropriate action when students fail to respond

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- 11. to act as a personal tutor to a small, designated number of students and to carry out the related duties specified in the description of the rôle of the personal tutor

Responsibilities delegated by the Head, Deputy Head teachers, Heads of House.

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- 12. to attend School Assembly each week
- 13. to undertake school supervisory duty, approximately two or three times a term
- 14. to provide lesson cover for absent colleagues, as required by the Deputy Head
- 15. to attend school events such as major concerts, Speech Day and Founder’s Day, and to be prepared to supervise students at these and other events, as circumstances necessitate
- 16. to participate in School INSET and the following meetings:-
  - ◆ Departmental meetings
  - ◆ Staff meetings
  - ◆ Teachers’ meetings
  - ◆ Parent-Teacher Meetings
- 17. to participate in the School’s scheme of teacher appraisal

**Member of staff to whom directly responsible: HEAD OF DEPARTMENT**

The post-holder’s responsibility for promoting and safeguarding the welfare of children and young person’s for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with Chetham’s Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in Chetham’s, s/he must report any concerns to Chetham’s Child Protection Officer or to the Head (as appropriate).

**Safeguarding Children Policy Statement**

Chetham’s Safeguarding Children Policy and Procedures are available on Chetham’s website.

This Policy and Procedure is in line with national directives and must be adhered to by all staff. Chetham’s is committed to the development of good practice and sound procedures. We will always endeavour to fulfil our duty to challenge or intervene in order to protect all students at Chetham's. Concerns and referrals will be handled in a sensitive and professional manner which will support the needs of students and staff. Chetham’s recognizes the contribution it can make to protect and support students.

I agree that I have read and understood the above job description

Employee’s Name .....

Employee’s Signature .....

Date .....

## SUBJECT TEACHER ACADEMIC – PERSON SPECIFICATIONS

<b>Person Specification (Qualifications, skills, knowledge and experience)</b>		<b>Essential/ Desirable</b>
Qualifications	Degree PGCE	Essential Desirable
Experience	Of working with children and young people	Essential
	General health appropriate to the duties of the post	Essential
	Of working in Primary schools	Desirable
Knowledge, skills and abilities	Excellent communication skills and empathy with young people	Essential
	Good organisational and administrative skills	Essential
	High standard of English language, as well as good written and verbal communications skills	Essential
	Knowledge of planning and development schemes for your specialist area of teaching	Essential
	Ability to promote a general sense of social & ethical awareness and tolerance	Essential
	Friendly, positive disposition	Essential
	Self-motivated, able to exercise initiative	Essential
	Able to support others, working as part of a team	Essential
	Flexible with regards to set teaching hours during working week	Essential
Attitude and disposition	Excellent interpersonal skills	Essential
	Professional conduct and manner befitting to the position	Essential
Other circumstances	Ability to handle sensitive information and maintain discretion on sensitive issues	Essential
	Suitability to work with children	Essential