

## ST. CYPRIAN'S GREEK ORTHODOX PRIMARY ACADEMY

### JOB DESCRIPTION

#### Responsible to the Head Teacher

The holder of this post is expected to:

- Having regard to the curriculum of the school, and with a view to promoting the development of the abilities and aptitudes of the pupils in any class or group assigned to you;
- take full responsibility for the education of an allocated class, prepare schemes of work and individual lessons including for pupils with Special Needs, mark work and undertake assessment and record keeping in accordance with National Curriculum guidelines and the agreed whole academy policy and work towards targets set by the Management Team for the whole academy, teams and for individual teachers and pupils in your charge;
- prepare and communicate to parents progress reports on individual pupils and maintain records of achievement for school files;
- share the responsibility for the display of work around the school and for presentation, concerts and exhibitions;
- ensure that class registers are marked twice daily in accordance with current legislation and school policy;
- share the responsibility for supervision of the whole school at break times in accordance with the agreed rota and procedures;
- be present at weekly curriculum meetings and others such as briefing and phase group meetings as necessary, as well as attending after school curricular events;
- liaise with the Greek Curriculum Coordinator and Mission Teachers in ensuring the progressive development of the Greek Language and culture alongside the National Curriculum;
- integrate the use of the Greek Language where possible within the routine of the school;
- provide and supervise the teaching of Religious Education in accordance with the doctrines of the Greek Orthodox Church;
- have regard for the health and safety of all pupils and staff in accordance with whole school policy;
- undertake other appropriate duties as may be required from time to time within the school under the direction of the Head Teacher;
- Participate in arrangements made in accordance with the current Regulations for the appraisal or review of your performance and that of other teachers;
- Review from time to time your methods of teaching and programmes of work;
- Participate in arrangements for your further training and professional development as a teacher including undertaking training and professional development which aims to meet needs identified in planning and review statements;
- Maintain good order and discipline among the pupils and safeguard their health and safety both when they are authorized to be on the academy premises and when they are engaged in authorized academy activities elsewhere;
- Follow the academy discipline and safeguarding policy;
- Where appropriate participate in arrangements for preparing pupils for external testing, assess pupils for the purposes of such tests and record and report such assessments;
- Attend assemblies, register the attendance of pupils and supervise pupils, whether these duties are to be performed before, during or after academy sessions