



# Assunnah Primary School

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## JOB DESCRIPTION Primary Years Teacher (KS1 / KS2)

<b>PROFESSIONAL BEHAVIOR</b>
<ul style="list-style-type: none"><li>• Exercise the professional duties of a teacher in the School under the directions of the Governing Body and under the immediate directions of the Head Teacher and in accordance with the following documents and their amendments from time to time<ul style="list-style-type: none"><li>• the Education acts and any associated regulations</li><li>• the TDA Professional Standards for Teachers</li><li>• the Tarbiyah Project document which describes a holistic vision of Islamic Education</li><li>• any policies, procedures, and regulations of the Governing Body</li><li>• any local collective agreements recognized by the Governing Body</li></ul></li><li>• Work cooperatively with all other staff members of Assunnah Primary School.</li><li>• Attend all meetings during school times and where necessary, outside of normal school times.</li></ul>
<b>TEACHING</b>
<ul style="list-style-type: none"><li>• Plan work in accordance with the relevant key stage schemes of work and national curriculum programmes of study.</li><li>• Take account of students' prior levels of attainment and use them to set future targets.</li><li>• Set work when required for absent students.</li><li>• Maintain good discipline by following the School's Behaviour Policy and other relevant policies and procedures.</li><li>• Establish a purposeful working atmosphere during all learning activities.</li><li>• Set appropriate and challenging work for all students.</li><li>• Identify and work appropriately with Special Educational Needs students and those who are Gifted and Talented.</li></ul>
<b>ASSESSMENT, RECORDING AND REPORTING</b>
<ul style="list-style-type: none"><li>• Keep appropriate records of students' work.</li><li>• Mark and return work set, including homework within an agreed and reasonable time.</li><li>• Use the School's Marking Policy at all times.</li><li>• Carry out assessment programmes, as agreed by the School.</li><li>• Complete Records of Achievement in line with School Policy.</li><li>• Complete Student Reports in line with School Policy.</li><li>• Attend Parents' Evenings and Open Evenings as required and keep parents informed about their child's performance and future targets.</li></ul>
<b>PASTORAL DEVELOPMENT</b>
<ul style="list-style-type: none"><li>• Undertake responsibility as a form tutor during tutor time</li><li>• Monitor and set targets for the social and academic progress of all students</li><li>• Endeavour to build up a good relationship with the students in the Tutor Group, so that they will look to you for support and advice.</li><li>• Report issues of concern to the appropriate senior staff.</li><li>• Maintain an accurate register of attendance and do everything possible to encourage good attendance and timekeeping.</li></ul>
<b>PERFORMANCE MANAGEMENT AND PROFESSIONAL DEVELOPMENT</b>
<ul style="list-style-type: none"><li>• The Teacher will be part of the school's professional development scheme.</li><li>• Work alongside their assigned mentor who will set agreed targets for the year.</li><li>• The mentor will monitor and review performance, including classroom teaching.</li><li>• The school will support the continuing professional development of all staff, to ensure up to date practice</li><li>• The teacher will need to take an active part in developing their professional practice</li></ul>
<b>SCHOOL DEVELOPMENT</b>
<ul style="list-style-type: none"><li>• Must be committed to safeguarding and promoting the welfare of children and young people and encourages all staff and volunteers to share this commitment.</li><li>• Demonstrate a commitment to the life and ethos of the school</li><li>• The postholder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Governing Body.</li><li>• To uphold the School's Policies in respect of Child Protection matters.</li></ul>