



<b>Victoria Community School</b>		
<b>Post Title</b>	<b>Grade</b>	<b>Date</b>
<b>Teacher</b>	<b>M1 - UPS</b>	<b>March 2024</b>

## **Job Description – Teacher**

### **KEY PURPOSE OF THE JOB**

1. To carry out teaching duties, as required
2. To carry out professional duties of a teacher, as described in the School Teacher's Pay and Conditions Document including those duties particularly assigned by the Headteacher
3. To be responsible for the education and care of a class
4. To meet expectations set out in the Teacher's Standards

### **SPECIFIC RESPONSIBILITIES**

#### **Teaching and Learning**

To carry out teaching duties, as agreed with the Headteacher, providing a model of excellence for colleagues. This will include, as required:

- Having a class responsibility
- Planning and delivery of curriculum across the school, including developing schemes of work and medium-term plans
- Assessing, monitoring, recording and reporting on the learning needs, progress and achievements of children, making accurate and productive use of assessment to inform teaching and learning
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests (if applicable)
- To work in line with all school policies and procedures
- To undertake a significant role in maintaining a high standard of pupil behaviour and discipline, within the framework of the school policy and supporting staff as necessary
- To liaise effectively with parents and carers to ensure good relationships between school and home in order to improve teaching, learning and behaviour.

#### **Whole-school organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach.

### **Health, safety and discipline**

- Promote the safety and wellbeing of pupils
- Complete risk assessments, including on the environment, learning activities and undertake individual pupil risk assessments, including those related to manual handling
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

### **Professional development**

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others

### **Communication**

- Communicate effectively with pupils, parents and carers

### **Working with colleagues and other relevant professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues
- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

### **Management of staff and resources**

- Direct and supervise support staff assigned to them, and where appropriate, other teachers
- Contribute to the recruitment and professional development of other teachers and support staff
- Deploy resources delegated to them

### **Other areas of responsibility**

- To lead a curriculum subject as required
- To prepare and present reports, as required to governors, parents or outside agencies
- To carry out duties and responsibilities in accordance with Health and Safety Policy and relevant Health and Safety legislation
- To ensure duties are undertaken with due regards to and compliance with the Data Protection Act and other legislation
- To operate within the school's equal opportunities framework at all times
- To attend meetings, in accordance with school policy

The teacher will be required to promote and safeguard the welfare of children and young people, and follow school policies and the staff code of conduct.

This job description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed annually.

### **Note:**

***The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy.***