



The Prince of Wales School - Where we are all #InspiredToLearn

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Job Description

Job Description Post: Main Scale: Teacher

Responsible To: Headteacher

Job Purpose: To carry out the professional duties of a teacher as defined in the most recent School Teachers' Pay and Conditions Document (STPCD). The post holder will be expected to undertake duties in line with the STPCD under the reasonable direction of the Head Teacher and to implement the agreed policies of the school.

Responsibilities:

The teacher will work within the framework of:

- national legislation, including Education Acts, the Professional Standards For Teachers, the Schoolteachers Pay and Conditions Act 1987 (and recent documents).
- school policies and guidelines.

Duties: The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the head teacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Teaching and Learning:

- To plan and prepare units of work and lessons for any assigned classes and groups within the context of the school's plans, curriculum and units of work.
- To prepare materials and resources to support effective teaching and learning.
- To assess, record and report on the development of progress and attainment of pupils in line with the school's assessment and marking policies.
- To liaise with TAs and other support adults to enhance learning opportunities.
- To set and mark effective home learning tasks for pupils where appropriate.
- To make appropriate provision for the differing needs of all pupils in the class.
- To communicate and consult with the parents of children through an annual report, twice- yearly consultations and incidental enquiries.
- To participate in arrangements for preparing pupils for external assessments.

Whole School organisation, strategy and development:

- To contribute to the development, implementation and evaluation of the school's policies, practices and procedures to support the school's values and vision.

Health, Safety and Discipline:

- To promote the safety and well-being of pupils.
- To take on a pastoral responsibility for the welfare of all pupils.
- To maintain good order and discipline among pupils, both when they are on school premises and when they are engaged in authorised school activities elsewhere.
- To support school policies on pupil behaviour and attendance including personal appearance and uniform.
- To maintain class registers, ensuring absences and lateness are accounted for and taking appropriate action where they are not.

Professional Development:

- To participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff.
- To participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

Communication:

- To communicate with pupils, parents and carers.
- To develop and maintain good relationships with parents and work to promote a positive image of our school in the community;
- To respond to requests for information about assigned children.
- To attend staff meetings and other team meetings as identified in the school's termly calendar.
- To maintain records for all assigned children and to contribute to references or reports to parents, other schools and outside agencies, in consultation with colleagues. To collaborate and work with colleagues and other relevant professionals within and beyond the school.

Subject Leadership Role:

- To take responsibility for the leadership and management of a curriculum area across the school. (NB This responsibility does not apply to teachers in their first ECT year).

This job description will be reviewed at least once a year and may be subject to modification or amendment after consultation with the postholder.