



# Elm C of E Primary School

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Headteacher – Mrs J M Betts B.Ed Hons Cantab



## Nurturing hearts, inspiring minds!

### Teacher Main Pay Range Job Description

*This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.*

As a Main Pay Range Teacher you are required to be competent in all elements of the Teacher Standards, to discharge the Teachers Responsibilities as set out in the Contractual Framework for Teachers of the School Teachers Pay and Conditions Document and to act in accordance with the School's ethos, policies and practices, under the direction of the Headteacher

### Duties and responsibilities

#### Safeguarding

- Support Pupils in their learning, and encourage positive attitudes and behaviour in and around school.
- Champion safeguarding and pupil welfare across the School, sharing best practice and ensuring that school policy is enacted in practice.
- Encourage a culture of listening to children and taking account of their wishes and feelings in any measures the School may put in place to protect them.

#### Supporting Safeguarding policies and practices in School

- Ensure the School's Safeguarding & Child Protection policies are known, understood and used appropriately.
- Ensure that the Trust's safeguarding policies and procedures are in place, are known, understood and used appropriately.
- Ensure that all key National Documents relating to safeguarding are known, understood and implemented appropriately.
- Complete relevant annual training and refresher courses promptly and Induction sessions.

#### Managing concerns

- Support the DSL to refer/ensure cases of suspected abuse are referred to the appropriate body, supporting staff and students through this process as required.
- Support the DSL to Refer / ensure concerns of potential radicalisation are referred to Channel and / or the appropriate body, and support staff through this process as required.
- Ensure cases of suspected abuse, any logs of concern or concerns of potential radicalisation are referred to the DSL using the CPOMS reporting system within 24 hours of the concern being raised.

#### Preventing radicalization

- Support the DSL to lead the School's efforts to safeguard students from potential radicalisation in accordance with the Prevent Duty.

### **Safeguarding Professional Development**

- Maintain personal professional development to ensure that the knowledge and skills required to fulfil Safeguarding responsibilities of an employee are up to date.
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.

### **Teaching**

- Plan and teach lessons and sequences of lessons to the class(es) you are assigned to teach within the context of the School's plans, curriculum and schemes of work in order to achieve target levels of pupil attainment, progress and outcomes.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
- Set and mark work to be carried out by the pupil in school and elsewhere.
- Participate in arrangements for preparing pupils for external examinations.

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

- Contribute to the development, implementation and evaluation of the School's policies, practices and procedures in such a way as to support the School's values and vision.
- Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.
- Supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do so. (You will only rarely be required to provide such cover in circumstances that are not foreseeable).

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

- Promote the safety and well-being of pupils in accordance with the School's Child Protection and other relevant policies.
- Maintain good order and discipline among pupils in accordance with the School behaviour policy.

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

- Direct and supervise support staff assigned to you and, where appropriate, other teachers.
- Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
- Deploy resources delegated to you in accordance with School policies.

### **Professional development**

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

### **Communication**

- Communicate with pupils, parents and carers in accordance with the School ethos, policies and practice.

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

- Collaborate and work with colleagues and other relevant professionals within and beyond the School.
- Participating in administrative and organisational tasks, including the direction or supervision of persons providing support for the teachers in the School, which require the exercise of your professional skills and judgment.

### **Fulfil wider professional responsibilities**

- Make a positive contribution to the wider life and ethos of the School.