



## The Russell School Job Description

<b>Job Title</b>	Main Scale Teacher
<b>Responsible to</b>	Senior Leaders and the Headteacher
<b>Job Definition</b>	<p>To ensure the progress and development of children by teaching a broad, balanced and rich curriculum with due regard for the ethos, values and priorities of the school and the needs and well-being of the children</p> <p>To lead a subject of the National Curriculum (not expected of ECT)</p>
<b>Salary</b>	Main Scale plus Outer London Weighting
<b>Hours</b>	Full Time

### TEACHING AND LEARNING

- Set high expectations which inspire, motivate and challenge children
- Take full responsibility for a class, planning and preparing well-structured and engaging lessons to suit the individual needs of the child
- Understand children's capabilities and their prior knowledge in order to plan effective teaching to build on these
- Liaise with all members of staff concerned with the children assigned to the class
- Evaluate and reflect on the effectiveness of lessons and teaching
- Establish a safe and stimulating environment for children, rooted in mutual respect
- Set goals that stretch and challenge children of all backgrounds, abilities and dispositions
- Consistently demonstrate the positive attitudes, values and behaviours which are expected of children
- Promote good progress and outcomes of children
- Demonstrate knowledge and understanding of how children learn and how this impacts on teaching and learning
- Demonstrate good curriculum knowledge across all subjects
- Foster and maintain children's interest and love of learning and address misunderstandings and misconceptions
- Set home learning and plan other out-of-class activities to consolidate and extend the knowledge and understanding that children have acquired
- Manage behaviour effectively to ensure a positive and safe learning environment
- Have clear rules and routines for behaviour in the classroom and take responsibility for promoting positive and courteous behaviour both in the classroom and around school, in accordance with the school's Developing Positive Relationships policy
- Maintain a well organised and engaging classroom environment which meets all school requirements and expectations

### ASSESSMENT

- Assess, record and report on the development, progress and attainment of all children assigned to the class and be accountable for this
- Provide or contribute to oral and written assessments, reports and references related to individual children and groups of children

- Administer and mark tests /assessments set by the Government and the Local Authority and those used by the school
- Ensure that children in Key Stage Two understand their progress in learning and their next steps for development
- Guide children to reflect on the progress they have made and encourage them to take a responsible attitude to their own learning
- Use relevant data to monitor progress, address targets, and plan subsequent lessons
- Give children regular feedback, both orally and through accurate marking / written feedback, and ensure children respond to that feedback

### **SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN**

- Adhere to the school's Safeguarding Policy, promoting the safeguarding and welfare of children above all
- Ensure that safeguarding training is attended on an annual basis to the appropriate level, as decided by the Headteacher and Designated Safeguarding Lead
- Promote the well-being of individual children and of any class assigned to them
- Communicate and co-operate with persons or bodies outside the school concerned with the safeguarding and well-being of children assigned to the class or group
- Maintain good order and discipline among the children in the class or group and safeguard their health and safety, both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere

### **DEVELOPING POSITIVE RELATIONSHIPS WITH THE WIDER SCHOOL COMMUNITY**

- Communicate and consult effectively with the parents /carers of the children assigned to the class or group, including attending parent /carers' consultation evenings, in regard to children's progress, attainment, achievements and well-being
- Be proactive and support the school by investing in developing strong relationships with parents
- Develop strong and effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
- Engage professionally and work effectively with Governors, other stakeholders and relevant outside agencies

### **LEADERSHIP BEHAVIOURS AND RESPONSIBILITIES**

- Lead at least one area of the curriculum (not expected of ECT), being responsible for teacher subject knowledge and CPD, curriculum coverage, assessment and the gathering of evidence in teaching and learning and standards in those subject areas
- Deploy support staff effectively within the classroom
- Show commitment to the implementation of other key policies within the school
- Consistently demonstrate a positive approach to the challenges of school life and to be proactive in finding solutions for them

### **WIDER PROFESSIONAL RESPONSIBILITIES**

- Make a positive contribution to the wider life, ethos and values of the school
- Meet all deadlines related to professional responsibilities, such as curriculum information, record keeping, data gathering and reports to parents
- Adhere to all school policies and procedures
- Attend assemblies where appropriate
- Share in leading school assemblies as required
- Share in supervising children during some of their mid-morning playtimes
- Participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements
- Show a willingness to grow and develop as a practitioner, taking responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues

- Take responsibility for personal professional development, keeping up to date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the school
- Engage in any professional development as identified in the School Development Plan, taking full advantage of all relevant training and development that is offered and available
- Maintain a professional portfolio of evidence to support the Appraisal process - evaluating and improving own practice
- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by actions or inactions
- Co-operate with the Headteacher on all issues to do with health, safety and welfare
- Ensure that a clear understanding of the school's Data Protection Policy and GDPR Regulations for schools is maintained
- Co-operate with the Headteacher and Data Protection Officer in maintaining Data Protection and GDPR regulations
- Set a good example in terms of personal presentation, attendance and punctuality
- Undertake other duties as the Headteacher may reasonably direct

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Signed: \_\_\_\_\_ Teacher

Signed: \_\_\_\_\_ Headteacher

Date Agreed: \_\_\_\_\_