**St Gregory CEVC Primary School**

**Job Description – MPR Teacher**

*We are committed to and champion equality and diversity in all aspects of employment with Suffolk County Council. All employees are expected to understand and promote equality and diversity in the course of their work.*

*All teachers are required to undertake the duties of School Teachers as set out in the School Teachers’ Pay and Conditions Document.*

General professional duties

Teaching:

♣ following the curriculum for the school, and promoting the development of the abilities and aptitudes of all of the pupils in any class or group

♣ planning and preparing lessons (where appropriate, working with colleagues to deliver units of work in a collaborative way)

♣ teaching, according to the educational needs of all pupils, including the setting and feedback of work to be carried out by the pupil in school and elsewhere

♣ assessing, recording and reporting on the development, progress and attainment of pupils

Other activities:

♣ promoting the general progress and well-being of individual pupils and of any class or group of pupils

♣ providing guidance and advice to pupils on educational and social matters, including information about sources of more expert advice on specific questions

♣ making relevant records and reports

♣ making records of and reports on the personal and social needs of pupils

♣ communicating and consulting with the parents and carers of pupils

♣ communicating and co-operating with persons or bodies outside the school and participating in meetings arranged for any of the purposes described above

♣ supporting the aims and ethos of the school

Assessments and reports:

♣ providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils

♣ where appropriate, participating in the appraisal of their own performance and that of other teachers

Review, induction, further training and development:

♣ reviewing from time to time methods of teaching and programmes of work

♣ participating in arrangements for further training and professional development as a teacher, including undertaking training and professional development which aim to meet needs identified in appraisal objectives or in appraisal statements

♣ participating in the arrangements for the supervision and training of a teacher serving an induction period

Educational methods:

♣ advising and co-operating with the head teacher and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements

♣ Keep informed of latest national/local developments in the field of education

Discipline, health and safety

♣ maintaining good order and discipline among the pupils and safeguarding 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;

Staff meetings

♣ participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements

Cover:

♣ supervising and so far as practicable teaching any pupils whose teacher is not available to teach them (except in the case of a teacher employed wholly or mainly for the purpose of providing such cover, no teacher shall be required to provide such cover for more than 38 hours in any school year)

Testing pupils:

♣ participating in arrangements for preparing pupils for tests, assessing pupils for the purposes of such tests, conducting tests and recording and reporting assessments

Administration:

♣ participating in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for the teachers in the school

♣ attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions. (a teacher is not required to routinely undertake tasks of a clerical or administrative nature which do not call for the exercise of a teacher’s professional skills and judgment)

Undertake other duties and responsibilities that the head teacher may request from time to time.

Duties 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.