



Mount Tamar
Aspire - Adventure - Achieve

Mount Tamar School Job Description

JOB TITLE: Teacher
RESPONSIBLE TO: Senior Leadership Team
RESPONSIBLE FOR: The postholder may be responsible for the deployment and supervision of the work of learning support assistants/senior teaching assistants relevant to their responsibilities

STATEMENT OF PURPOSE

Be responsible for the learning and achievement of all pupils in the class/es ensuring equality of opportunity for all

Be responsible and accountable for achieving the highest possible standards in work and conduct

Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position

Work proactively and effectively in collaboration and partnership with learners, parents / carers, governors, other staff and external agencies in the best interests of pupils.

Take responsibility for promoting and safeguarding the welfare of children and young people within the school, raising concerns following school procedures.

This job description is not a comprehensive definition of the post. Discussions will take place during Annual Performance Management to clarify individual responsibilities within the general framework and character of the post, i.e. as identified above.

All teachers are required to carry out the duties of a schoolteacher as set out in the current School Teachers' Pay and Conditions Document and Teacher Standards

DUTIES AND RESPONSIBILITIES TO INCLUDE:-

Professional Duties

The duties of the main professional grade teachers include:-

Teaching, Assessment, Recording and Reporting

- a) Plan, prepare and teach lessons in line with the school's curriculum policy and practice and taking into consideration all the needs of the pupils
- b) Be accountable for the attainment, progress and outcomes of pupils' you teach.
- c) Be aware of pupils' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these demonstrating knowledge and understanding of how pupils learn
- d) Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for all pupils, monitoring their progress and levels of attainment, using the systems put in place by the school.
- e) Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study.
- f) Have a clear understanding of the needs of all pupils; and be able to use and evaluate distinctive teaching approaches to engage and support them.
- g) Use relevant data to monitor progress, set targets, and plan subsequent lessons
- h) Set homework and plan out of class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate
- i) Make accurate and productive use of assessment to secure pupils' progress
- j) Identify and record pupils' progress through and individual education plan, linked to the pupil's Statement of Educational Need
- k) Set personalised targets for each pupil and ensure that the pupil is provided with the best opportunities to achieve the targets set.
- l) Maintain a focus, through personalised learning, on individual pupil progress in order to maximise all learners' capacity to learn, achieve and participate
- m) Review pupil progress annually through reporting to parents/carers in the annual review of Statement meeting.
- n) Report (orally and in writing) on pupil progress in line with school's practice
- o) Report (orally and in writing) on pupil' personal and social needs in line with the school's practice
- p) Manage, assess, record and report on pupils' behaviour, attendance and punctuality
- q) Maintain among pupils good order and behaviour, self-discipline and proper regard for authority

Pupil Personal Development, Health and Safety

- a) Work within the Every Child Matters framework to ensure pupils' physical and mental health and emotional well-being; protection from harm and neglect; education, training and recreation; the contribution made by them to society; their social and economic well-being
- b) Record and report any safeguarding issues immediately in line with the school's policies and practice
- c) Record and report any accidents and incidents in line with the school's policies and practice
- d) Record and report any concerns about the pupils' welfare
- e) Ensure that the pupils and staff are kept safe and healthy in line with current legislation as set out in the school's policies
- f) Ensure that the pupils' personal needs are met, including liaising with medical and therapy professionals

- g) Promote the personal development and well-being of pupils and groups in line with the school's policies on equality
- h) Communicate and consult with parents and carers including those for whom English is an additional language
- i) Communicate and consult with professionals supporting pupils and their families
- j) Participate in meetings arranged for any of the purposes described above including Child in Need meetings and involvement in the Common Assessment Framework
- k) Closely monitor and ensure the progress of children who are looked-after in public care including through the Personal Education Plan
- l) Establish a safe, purposeful and simulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.
- m) Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils.
- n) Carry out playground and other duties as directed and within the remit of the current School Teachers' Pay and Conditions Document

Other Activities and Information

- a) Participate in meetings at the school which relate to the pupils, curriculum for the school or the administration or organisation of the school, including pastoral arrangements
- b) Participate in arrangements for assessing pupils as required by the local authority
- c) Contribute to the selection for appointment and professional development of other teachers and non-teaching staff, including the induction and assessment of new teachers and teachers serving induction periods
- d) Assist the head teacher or an assessor in carrying out threshold assessments of other teachers for whom the teacher has management responsibility
- e) Take part in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school
- f) Participate 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
- g) Attend assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions
- h) A teacher is not required routinely to undertake tasks of a clerical or administrative nature which do not call for the exercise of a teacher's professional skills and judgment.
- i) A teacher employed full-time shall be available for work for 195 days in any school year, of which 190 days shall be days on which he/she may be required to teach pupils in addition to carrying out other duties; and those 195 days shall be specified by his employer or, if the employer so directs, by the head teacher
- j) A teacher shall be available to perform such duties at such times and such places as may be specified by the head teacher for 1265 hours in any school year, those hours to be allocated reasonably throughout those days in the school year on which the teacher is required to be available for work
- k) Time spent in travelling to or from the place of work shall not count against the 1265 hours
- l) A teacher shall not be required under her/his contract as a teacher to undertake midday supervision, and shall be allowed a break of reasonable length either between school sessions or between the hours of 12 noon and 2.00pm.
- m) A teacher shall, in addition to the requirements set out in paragraphs 64.2 and 64.3, work such reasonable additional hours as may be needed to enable him to discharge effectively his professional duties. The amount of time required for this purpose beyond the 1265 hours and the times outside the 1265 specified hours at which duties shall be performed shall not be defined by the employer
- n) Teachers are rarely required to cover absent colleagues

- o) Each teacher is entitled to not less than 10% of their timetabled teaching time to be taken as planning, preparation and assessment
- p) Communicating and consulting with the parents of pupils.
- q) Communicating and co-operating with persons or bodies outside the school.
- r) Participating in meetings arranged for any of the purposes described above.
- s) Meeting with Governors to discuss curriculum issues.

Team Working and Collaboration

- a) Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- b) Contribute to the selection and professional development of other teachers and support staff, including the induction and assessment of new teachers, teachers serving induction periods and, where appropriate, threshold assessments
- c) Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil.
- d) Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school
- e) Cover for absent colleagues within the remit of the current School Teachers' Pay and Conditions document

Fulfil Wider Professional Responsibilities

- Work collaboratively with others to develop effective professional relationships
- Deploy support staff effectively as appropriate
- Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate
- Communicate and co-operate with relevant external bodies
- Make a positive contribution to the wider life and ethos of the school

Administration

- Register the attendance of and supervise learners, before, during or after school sessions as appropriate
- Participate in and carry out any administrative and organisational tasks within the remit of the current School Teachers' Pay and Conditions Document
- Ensure that access to school emails takes place on a daily basis as this is the method of communication used at school.
- Ordering of equipment and materials

Professional development

- Participate in induction training on joining the school
- Participate in training provided on the school training days.
- Participate in performance management arrangements, including reviewing from time to time methods of teaching and programmes of work
- Participate in arrangements for further training and CPD as a teacher, including undertaking training and professional development which aim to meet the needs identified in appraisal objectives or in appraisal statements.
- In the case of a NQT or a teacher serving an induction period, participate in arrangements for supervision and training.
- Advise and co-operate with the head teacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.
- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well being, refining your approaches where necessary responding to advice and feedback from colleagues

- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal
- Proactively participate with arrangements made in accordance with the Appraisal Regulations 2012

Public Examination

- Participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for pupils' presentation for and supervision during such examinations.

Other

- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the headteacher

Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

ADDITIONAL INFORMATION

As a teacher, you shall carry out the professional duties required as provided under the relevant section of the School Teachers Pay and Conditions Document.

Should circumstances arise which require this job description to be reviewed and amended, any changes will be discussed with you in the first instance.

In addition to the duties specified within this document, you may be asked to undertake any other duties which may be regarded as within the nature of the duties and responsibilities / grade of the post.

Signed.....

Print Name

Date.....