MILE CROSS PRIMARY SCHOOL JOB DESCRIPTION

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| Job Title | Class teacher |
| School | Mile Cross Primary School |
| Pay Scale | MPS |
| Responsible to | The Headteacher  |

**Main purpose**

The teacher will:

* Fulfil the professional responsibilities of a teacher, as set out in the School Teachers’ Pay and Conditions Document
* Meet the expectations set out in the Teachers’ Standards

**Duties and responsibilities**

**Teaching**

* Plan and teach well-structured lessons, following the school’s plans and curriculum.
* Assess, monitor, record and report on the learning needs, progress and achievements of pupils, making accurate use of assessment to inform teaching
* Adapt teaching to meet diversity of need.
* Set high expectations which inspire, motivate and challenge pupils
* Promote good progress and outcomes by pupils.
* Demonstrate good subject and curriculum knowledge
* Participate in arrangements for preparing pupils for external tests.

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

* Contribute to the development, implementation and evaluation of the school’s policies, practices and procedures, in order to support the school’s values and vision
* Make a positive contribution to the wider life and ethos of the school
* Work with others on curriculum and pupil development
* Provide cover, in the unforeseen circumstance that another teacher is unable to teach.

**Health, safety and discipline**

* Promote the safety and wellbeing of all pupils and families.
* Maintain a safe learning environment through positive behaviour management.

**Professional development**

* Take part in the school’s appraisal procedures.
* Take part in further training and development in order to improve own teaching
* Where appropriate, take part in the appraisal and professional development of others

**Communication**

* Communicate effectively with pupils, parents, carers and colleagues
* Check and respond to emails regularly.

**Working with colleagues and other relevant professionals**

* Collaborate and work with colleagues and other relevant professionals within and beyond the school.
* Develop effective professional relationships with colleagues.

**Personal and professional conduct**

* Maintain high standards of ethics and behaviour, within and outside school, in line with the Teachers’ Standards.
* Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
* Understand and act within the statutory frameworks setting out their professional duties and responsibilities

**Management of staff and resources**

* Direct and supervise support staff and, if appropriate, other teachers
* Use school resources efficiently.

**Safeguarding**

This includes:

* The responsibility to provide a safe environment in which children can learn.
* Follow school safeguarding procedures to keep children and families safe.

**Code of Conduct:**

Employees are bound by the school’s Code of Conduct and should read this in conjunction with their Job Description. Employees should pay particular attention to standards of Professional Behaviour both in work time and outside of school hours.

**G.D.P.R.**

The school processes any personal data in accordance with its data protection policy.

Employees will be expected to comply with any reasonable request from the Senior Leadership Team to undertake work of a similar level that is not specified in this job description.

This job description may be amended at any time in consultation with the postholder.