

# MADANI SCHOOLS FEDERATION

Honesty | Excellence | Accountability | Respect | Tolerance



## JOB DESCRIPTION

**JOB TITLE:** Classroom Teacher

**GRADE:** MPR /UPR

**RESPONSIBLE TO:** Subject Co-ordinator (Subject Leader) or equivalent

## Core Purpose:

To carry out the professional duties of a school teacher, (as specified in the School Teachers Pay and Conditions, STPCD), in accordance with any directions which may reasonably be given by the Head of Schools or line manager designated by the Head of Schools.

**All staff have a responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for or comes into contact with.**

The main role of every teacher, regardless of other responsibilities, is as a classroom teacher.

- To be a positive role model and inspire children with enthusiasm for the subject and a love for lifelong learning
- To ensure that all learners make progress in lessons through good quality teaching across the full age and ability range, according to National Curriculum requirements and school policies, and preparing lessons following the subject area's schemes of work and curriculum planning
- Contributing to schemes of work and curriculum planning, resources and to the development of the subject area's policies and practices, as a member of the subject area team
- Creating, sustaining and ensuring a positive learning environment is kept with the classroom and to positively contribute to the whole school ethos and culture
- To keep up to date with current developments in the subject area and to attend relevant training
- Regular marking of students' work and attendance registers and carrying out of assessments according to the subject area team and school policies, including providing regular feedback given to children
- Regular setting and marking of home and remote independent learning, according to school policy
- Ensure that all the Teaching Standards are being implemented consistently on a regular basis
- Attendance and active participation in all types of school meetings linked to your role within the school as per the school calendar
- Communicate effectively with parents/ carers and colleagues where appropriate
- Ensure student assessments are accurately conducted and recorded in line with the school policies and procedures
- Ensuring that full compliance is undertaken to all the school's policies including equal opportunities
- Promote, support and engage in extra-curricular activities
- To carry out the pastoral role of Form Tutor as required and follow school procedures effectively whilst being a Form Tutor

## Other Duties:

- Adhere to all policies and procedures relating to child protection, health & safety and security, confidentiality and data protection, reporting all concerns as appropriate
- Ensure equal opportunities for all
- Provide good level of customer service to internal and external stakeholders
- Participate in training and other learning activities and performance development as required
- To play a full part in the life of the school community, to support its distinctive mission, ethos and policies and to encourage and ensure staff and pupils follow this example
- To continue personal professional development
- To engage actively in the performance review process
- To undertake any other duty as specified by STPCB not mentioned in the above



Head of Schools Mr Riyaz Laher | Deputy Head Mr R Maghrabi | Business Manager Ms N Radford

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Madani Schools Federation, Evington Valley Road, Leicester LE5 5LL

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from their line manager/s to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed: \_\_\_\_\_ (Post-holder) Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (Head Teacher) Date: \_\_\_\_\_

### **Safeguarding Statement**

'Madani Schools Federation shares a commitment to safeguarding and promotes the welfare of children, young people and vulnerable adults. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture that embraces the ethos of safeguarding amongst our workforce'

**Job descriptions are reviewed annually and may be amended following discussion with the postholder.**

# We're here to learn

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