

JOB DESCRIPTION



Date Produced/ Last Amended: January 2022
Produced by: Jackie Green

MALMESBURY PARK PRIMARY SCHOOL

Name:

Post Title: Riggs Unit Teacher

Reporting to: SENDCO / Assistant Headteacher

Grade: Main Pay Range & UPS & SEN point (dependent upon experience)

1. Job Purpose & Objectives

- 1.1. The responsibilities specified in the following job description are in accordance with those specified in the School Teacher's Pay and Conditions Document, which a School Teacher is required to perform. The post holder will be expected to manage all aspects of teaching within the overall educational aims of the school, and establish and maintain the highest quality possible of teaching and learning.

2. Main Duties & Responsibilities

Teaching

- 2.1. Responsible for the education and welfare of designated class of pupils at the direction of the Headteacher, in accordance with the requirements of the Conditions of Employment of School Teachers. To have due regard for the requirements of the National Curriculum, this school's aims, objectives and schemes of work and the policies drawn up by this school's Governing Body, as well as contributing to the ethos of the School.
- 2.2. Plan and prepare courses and lessons as directed.
- 2.3. Teach, according to their educational needs, the pupils assigned to you, including the setting and marking of work carried out by the pupils in school and elsewhere.
- 2.4. Assess, record and report on the development, progress and attainment of pupils where appropriate.

Other Activities

- 2.5. To be fully aware of policies and procedures in relation to the safeguarding of pupils and to report any concerns to the designated senior person.
- 2.6. Promote the general progress and well-being of individual pupils and the class assigned.
- 2.7. Provide guidance, advice and support to pupils on educational, social and emotional matters and make relevant records and reports on personal and social needs when necessary. (including further education and future careers).
- 2.8. Communicate and consult with the parents of pupils and with school governors.
- 2.9. Communicate and co-operate with persons or bodies outside the school where appropriate.
- 2.10. Participate in meetings arranged for any of the purposes described above.
- 2.11. Participate in arrangements made for the appraisal of performance for yourself and that of other staff within the unit.
- 2.12. Perform particular duties as may be reasonably assigned to you by the Headteacher from time to time.

Assessments and Reports

- 2.13. Provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups where appropriate to a range of audiences.

Professional Development

- 2.14. Review, from time to time, your methods of teaching and programmes of work with the school's Headteacher and/or Deputy Headteacher.
- 2.15. Participate in arrangements for your further training and professional development as a teacher, and to share these experiences with colleagues, both informally and at staff meetings.
- 2.16. In the case of a teacher serving an induction period pursuant to the Induction regulations, participating in arrangements for their supervision or training

Educational Methods

- 2.17. Advise and co-operate with the Headteacher and other teachers (or any one or more of them) in preparing and developing whole school courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

Discipline, Health and Safety

- 2.18. Maintain good order and discipline among the pupils you are teaching, and share in the corporate responsibility for the well-being and behaviour of all pupils in school.
- 2.19. Safeguard the pupils' and your own safety, both when authorised to be on the school premises and when you are engaged in authorised school activities elsewhere.

Staff Meetings

- 2.20. Participate in meetings, including preparation and delivery of reports, at the school which relate to the curriculum or to administration and organisation, including pastoral arrangements.
- 2.21. Attend the weekly Vulnerable Child meeting - contributing fully to seek solutions for pupils.

External Examinations

- 2.22. Participating in arrangements for preparing pupils for external examinations, assessing pupils for the purposes of such examinations and recording and reporting such assessments; and participating in arrangements for pupils presentation for, and conducting such examinations.

Management

- 2.23. Contribute to the selection for appointment and professional development of other teachers and support staff, including the induction and assessment of new teachers and teachers serving induction period.
- 2.24. Take such part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

Administration

- 2.25. 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.
- 2.26. Attend assemblies and/or acts of corporate school worship, as required.
- 2.27. Mark form registers, ensuring absences or lateness are noted and appropriate action taken where there are concerns.
- 2.28. Assist in the supervision of pupils, whether these duties are performed before, during or after school sessions.

3. Coordinator Responsibilities

Impact on educational progress beyond assigned pupils

- 3.1. To take on the responsibility for co-ordinating a specific subject/area of responsibility as agreed with the Headteacher/Deputy Headteacher on an annual basis.

- 3.2. To be aware of policies and procedures in relation to the safeguarding of pupils and to report any concerns to the Designated Safeguarding Lead.
- 3.3. To comply fully with the staff code of conduct.
- 3.4. To agree an action plan with the Headteacher/Deputy Headteacher at the start of each year, contributing fully where appropriate to the School Strategic Plan.

4. Additional Information

At Malmesbury Park School it is our practice to vary the specific coordinator responsibilities in line with the needs of the school. This will be carried out in consultation with the postholder

NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Business Unit Head or nominated representative (in consultation with the postholder) to reflect the changing needs of the School.

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Headteacher or his/her representative.

Signed: _____

Date: _____

Signed: _____ (Headteacher)

Date: _____