



# ST. NICHOLAS SCHOOL

Philpott Avenue, Southend-on-Sea, SS2 4RL

Headteacher: Mrs L. Fox

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SEN Trust Southend



## **Job Description**

**Job Title:** Teacher

**Scale/ Allowance:** MPR/ UPR as appropriate

**Responsible to:** Headteacher

### **General Provisions**

School Teachers are required to carry out duties set out in the Teachers' Pay and Conditions Document.

The particular duties assigned to this post are set out below. These may be reviewed and amended in consultation with the post holder in the light of any changes in the requirements and priorities within the School.

### **Main Duties**

1. To undertake a full time teaching commitment with a class, teaching National Curriculum subjects and RE, in accordance with the school's teaching and learning policy, curriculum policies and schemes of work.
2. To prepare and submit teaching and learning plans in accordance with the school's policies.
3. To assess the work of all children in the class and to maintain records in accordance with the school's policies.
4. To complete annual reviews/ reports / ISARs and other necessary reports on the progress of each child in the class for parents/ guardians and other agencies.
5. To be responsible for the pastoral care of children within your classes.
6. To manage the work of any in-class support assistants.
7. To participate in open afternoons, parent evenings and other functions of a similar nature as deemed necessary by the Headteacher.
8. Individually and in conjunction with colleagues, be responsible for the implementation of the school's behaviour and anti-bullying policies.

9. Individually and in conjunction with colleagues, be responsible for the implementation of the school's equal opportunities and race equality policy.
10. Attend and participate in staff meetings, professional development meetings and professional development days, following up such professional development sessions with the implementation of strategies and systems proposed by the school.
11. Undertake such reasonable duties as may be required from time to time.
12. To keep yourself up to date in modern teaching and learning research and the implementation of such work.
13. To have curriculum responsibilities.
14. To carry out playground and other duties as deemed necessary by the Headteacher.

### **General**

1. To foster good relationships with all persons who have an interest and involvement in the school including non-teaching staff, governors, parents, officers of the L.A and all visitors to the school.
2. To implement, monitor and review your annual performance management objectives and action plan.
3. To develop a range of strategies and skills to work effectively with SEND pupils.

This job description sets out the duties of the post at the time when it was prepared. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify re-grading of the post.