THE MISBOURNE

# Main Scale Teacher

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| Job Purpose | To deliver good or better teaching in each lesson through an appropriately broad, balanced, relevant and differentiated curriculum for students. |
| Reporting To | Curriculum Leader |
| Responsible for | You are not regularly responsible for the work of any other teacher unless you are in a leadership position. |
| Accountabilities | 1. Teaching and Learning |
| | a) Planning and preparing schemes of work, courses and lessons, which provide students with the opportunity to achieve their individual potential.<br>b) Teaching, according to their educational needs, the students assigned to him/her, including the setting and marking of work to be carried out by the students in school and elsewhere.<br>c) Assessing, recording and reporting on the development, progress and attainment of students.<br>d) Organising and participating in extra-curricular activities, where appropriate.<br>e) Ensuring the effective deployment of classroom support.<br>f) Monitoring and supporting the overall progress and development of your students.<br>g) Contributing to raising standards of student attainment/achievement.<br>h) Applying the Behaviour for Learning Policy so that effective learning for all can take place.<br>i) Maintaining an environment which is conducive to learning. |
| | 2. Other Activities |
| | a) Promoting the general progress and well-being of individual students and of any class or group of students assigned to him/her.<br>b) Providing guidance and advice to students on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports<br>c) Making records of and reports on the personal and social needs of students<br>d) Communicating and consulting with the parents of students, as directed by the Head<br>e)Attending assemblies, registering the attendance of students and supervising students, whether these duties are to be performed before, during or after school sessions<br>f) Communicating and co-operating with persons or bodies outside the school<br>g) Participating in meetings arranged for any of the purposes described above.<br>h) Contributing, wherever appropriate, to the wider life of the school.<br>i) Liaising with the SENCO to differentiate work to match the needs of individual students.<br>j) Taking part in marketing and liaison events such as Open Evenings, Parents' Evenings and events with partner schools. |

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| | 3. Assessment and Reports |
| | a) Providing or contributing to oral and written assessment, reports and references relating to individual students and groups of students.<br>b) Maintain accurate and up to date student records.<br>c) Track student progress and use the data to inform your teaching implementing interventions as appropriate<br>d) Alert relevant staff to problems identified in a student and recommending solutions. |
| | 4. Performance Development |
| | a) Participating in agreed arrangements for his/her performance development |
| | 5. Further Training and Development |
| | a) Reviewing, from time to time, his/her methods of teaching and programmes of work.<br>b) Participating in arrangements for his/her further training and professional development as a teacher. |
| | 6. Curriculum Development |
| | a) Advising and co-operating with the Curriculum Leader and other teachers in your team on the preparation, development and review of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements, all of which complement the school's strategic aims.<br>b) Contributing to the Curriculum Area's SEF and action plan and its implementation<br>c) Assisting the Curriculum Leader to identify resource needs and to work with the team to ensure that resources are used effectively and shared for the benefit of students |
| | 7. Discipline, Health and Safety |
| | a)Maintaining good order and discipline among students and attending to their health and safety, both when they are authorised to be on the school premises, and when they are engaged in authorised school activities elsewhere, as well as having regard to safeguarding |
| | 8. Staff Meetings |
| | a) Participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements. |
| | 9. Public Examinations |
| | a) Participating in arrangements for preparing students for public examinations and in assessing students for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for students' presentation for and supervision during such examinations in accordance with both internal and external regulations. |
| | 10. Management |
| | a) Contributing to the selection for appointment and professional development of other teachers and support staff, including the induction and assessment of new teachers and initial teacher training, as required by the Curriculum Leader. |
| | 11. Administration |
| | a) Participating in the administration and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the school and the ordering and allocation of equipment and materials. |
| General Requirements | All school staff are expected to:<br><br>a) Work towards and support the school vision and the current school objectives |

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| | outlined in the School Action Plan.<br>b) Attend school events and activities as required by the Headteacher.<br>c) Represent the school at external meetings and other events as required.<br>d) Contribute to the school's programme of extra-curricular activities.<br>e) Support and contribute to the school's responsibility for safeguarding students.<br>f) Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors<br>g) Promote equality and opportunity for all students and staff, both current and prospective<br>h) Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.<br>i) Engage actively in the Appraisal process<br>j) Adhere to policies as set out in the School's Staff Handbook<br>k) Undertake other reasonable duties related to the job purpose required from time to time.<br><br>Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, these should be amended accordingly. The job description will, in any case, be subject to periodic amendment including at the time of the review if it reveals significant changes in the post holder's role within the school. |

Date: …….

Signature:…….

Printed Name:……..

Date:……

Signature:……

Printed Name:…….

The Misbourne is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

The post holder is deemed to be in a position of trust and maintenance of satisfactory DBS and DFE clearance is essential