



JOB DESCRIPTION

MPS / UPS Teacher

Job Purpose

To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Head Teacher to ensure:

- a broad, balanced, relevant and differentiated curriculum is taught to students in the designated subject area(s);
- the progress and development of students is monitored and supported;
- through effective teaching and assessment students make good progress and standards of achievement in the school are raised;
- the personal and academic growth of students is supported;
- the welfare and safeguarding of students.

Responsible to: the Headteacher, through the school's line management structure.

Responsible for: The supervision of the work of teaching assistants when deployed in the teacher's classroom.

Duties and Responsibilities

All teachers are required to carry out the duties as set out in the current School Teachers Pay and Conditions Document and the Professional Standards for Teacher documents. The following duties and responsibilities have been highlighted as being of particular importance.

Learning

- To be a positive role model in terms of behaviour, work and attitudes.
- To set high standards of work and behaviour in the class and other areas of the school and have high expectations of students of all abilities.
- Plan for progression across the age and ability range taught, designing effective lessons/programmes of work in accordance with the needs of individual learners and ensure that students of all abilities are able to make good progress.
- Teach challenging well organised lessons, using an appropriate range of teaching strategies which meet individual learners' needs.
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives and monitoring students' progress and levels of attainment.
- Provide timely, accurate, formative and constructive feedback of students' attainment and progress.

- Work collaboratively on the preparation and development of teaching resources, programmes of study and schemes of work, assessment materials, teaching strategies and pastoral arrangements as appropriate.
- Establish a safe and purposeful learning environment.
- Manage students' behaviour constructively by following the school's behaviour policy.
- Promote the independence of learners by using a range of teaching and classroom management strategies.

Professional Development

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on students' progress, attainment and well-being.
- Participate with the arrangement made for Performance Management in the school.
- To be responsible for your own professional development and participate in training and development opportunities identified by the school or as an outcome of Performance Management or self-review.
- Participate in any relevant meetings/professional development opportunities at the school which relate to the students, curriculum or organisation of the school, including pastoral arrangements and assemblies.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.

Pastoral

- To be a form tutor to an assigned group of students.
- Promote the general progress and well-being of individual students and of Tutor Group as a whole.
- Liaise with the relevant Head of Year to ensure the implementation of the school's pastoral system.
- Implement the relevant pastoral programme for the year group.
- Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- Monitor the progress and behaviour of students and liaise with the Head of Year if intervention is required.
- Alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved.
- Contribute to the preparation of the full report.
- Communicate, as appropriate, with parents of students and persons or bodies outside the school concerned with the welfare of individual students, after consultation with appropriate staff.

Other specific duties

- Carry out break and other duties.
- Communicate and cooperate with any relevant external bodies.
- To take part in whole school marketing and liaison activities such as Open Evenings, Parents' Evenings and liaison events with partner schools.
- Operate at all times within the stated policies and practices of the school.
- Participate in arrangements for external examinations and assessment.
- Contribute to the mentoring of ITT students where appropriate.

- Take part in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school.
- Participate in and carry out any administrative and organisational tasks within the remit of the STCPD.
- Promote the safeguarding and welfare of children within the school.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. If a teacher is teaching in more than one curriculum area the above applies to each area of teaching responsibility.

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

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation.

This job description is not your contract of employment nor any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.