

English Martyrs School, St. Mark Street, London E1 8DJ

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[www.englishmartyrs.towerhamlets.sch.uk](http://www.englishmartyrs.towerhamlets.sch.uk/)

Headteacher – Miss B Nugent

**Mission Statement** “We are special people on a journey, growing and learning

 together in search of excellence, as we follow in the footsteps of Jesus.”

**Job Description – Class Teacher**

# School teachers' professional duties

The professional duties of a teacher shall include:

# Teaching

To plan and prepare lessons using knowledge of school policies, schemes of work and national curriculum requirements for the relevant curricular areas.

To teach according to the educational needs of all pupils, including the setting and marking of work to be carried out in school and at home. To plan differentiated work to meet the needs of individuals and groups providing progression and continuity.

Work as a member of the team, planning co-operatively, sharing information, ideas and expertise.

Consult and plan with learning support staff and outside agencies as appropriate.

Liaise with the SENDCO to ensure that the Code of Practice is implemented fully.

Organise and change the working environment appropriately for the range of activities taking place.

Maintain a stimulating, informative environment displaying children's work appropriately.

Teach pupils to take responsibility for resources and the environment.

Work with all members of staff and parents to ensure that the School’s behaviour and discipline policy is implemented and providing a happy and safe learning environment

Use a variety of suitable teaching and learning styles.

# Assessment, recording, reporting

Assess, record and report on the development, progress and attainment of pupils; using a variety of methods according to national curriculum requirements and school policies.

# Communication

Establish good relationships with parents to promote, pupils’ learning and achievement in line with school policy.

Communicate and co-operate with outside agencies and participate in meetings arranged for any of the purposes described above.

Contribute to oral and written assessments, reports and references relating to the individual pupils and groups of pupils; e.g. in the context of SEND.

Attend and take a constructive part in staff meetings, inset days and any other school development sessions.

Participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

# Professional Development

Participate in arrangements for appraisal of her/his performance.

Participate in arrangements for further training and professional development as a teacher.

# Whole school commitment

To demonstrate a commitment to the full life of the school and to work with all members of staff to ensure the success of whole school initiatives and assemblies, displays, open evenings and other activities as they occur in school.

To support and contribute to the School Improvement Plan

To undertake, with all other members of staff, general responsibilities concerned with the day-to- day running of the school. e.g. playground duties.

To be supportive of the school's extra-curricular activities.

To take an active part in the school's involvement with the wider community.

To ensure the children's safety at all times following the statutory guidance ‘Keeping Children Safe in Education September 2020’.

# Working time

A full-time teacher shall be available for work for 195 days in any given year of which 190 days shall be days on which they may be required to teach pupils, in addition to carry out other duties.

Subject to this, a full-time teacher shall be available to perform such duties at such times and such places as may be specified by the head teacher.

The teacher will be entitled to 10% PPA time.

The job description will be reviewed on an annual basis. In addition, it may be amended at any time, after consultation with you.