

## Job Description – Teacher

<b>Post Title:</b>	Teacher
<b>Salary Range:</b>	Dependant on skills and experience
<b>Base:</b>	Mullion Primary School
<b>Responsible to:</b>	Mr Duncan Ratcliffe, Head Teacher
<b>Direct Supervisory Responsibility for:</b>	Teaching Assistant
<b>Important Functional Relationships: Internal/External</b>	CEO, Head/Deputy and Assistant Heads, Teaching/Support Staff, Staff, All Trust staff, External Agencies, Parents and Carers,
<b>Relevant Standards which apply:</b>	Current National Teachers' Standards

<b>Main Purpose of the Post:</b>
<ul style="list-style-type: none"> <li>• To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere;</li> <li>• To ensure a high quality learning experience for students that meets internal and external quality standards;</li> <li>• To assess record and report on the attendance, progress, development and attainment of students and to keep such records as are required;</li> <li>• To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.</li> </ul>

<b>Main Duties and Responsibilities:</b>
<ul style="list-style-type: none"> <li>• To undertake a designated programme of teaching;</li> <li>• To plan lessons which provide effective learning experiences for all students;</li> <li>• To ensure that ICT, Literacy and Numeracy are reflected in the teaching and learning experience of students;</li> <li>• To prepare and update subject materials;</li> <li>• To use a variety of delivery methods which will stimulate learning appropriate to students needs and the demands of the scheme of work;</li> <li>• To maintain discipline in accordance with the school's behaviour Policy and Procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework;</li> <li>• To undertake assessment of students as requested by external examination bodies, Faculty and School procedures;</li> <li>• To mark, grade and give written/verbal and diagnostic feedback aimed at improving student progress;</li> <li>• To ensure the effective/efficient deployment of classroom support.</li> </ul>

Professional Development:
<ul style="list-style-type: none"> <li>• To work with the designated Appraiser to identify and meet professional development needs;</li> <li>• To engage fully with the Teacher Appraisal processes as an Appraisee;</li> <li>• To conform to the progress related pay requirements of the School's Pay Policy;</li> <li>• To maintain an up to date Professional Development Portfolio;</li> <li>• To engage with and contribute to Subject professional development activity;</li> <li>• To work as a member of a designated team and to contribute positively to effective working relations within the school.</li> </ul>

Quality Improvement:
<ul style="list-style-type: none"> <li>• To continually self-evaluate teaching performance and adopt improvement strategies;</li> <li>• To contribute to subject self-evaluation processes;</li> <li>• To implement Subject and School quality improvement strategies.</li> </ul>

Other Duties:
<ul style="list-style-type: none"> <li>• To promote the school's culture and ethos and provide a positive role model for students;</li> <li>• To be aware of and work in accordance with the school's Child Protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty;</li> <li>• To promote the general progress and well-being of individual students and of the Tutor Group as a whole;</li> <li>• To register the students in their class, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life;</li> <li>• To evaluate and monitor the progress of students and keep up-to-date tutee records as may be required;</li> <li>• To contribute to the preparation of Action Plans and Progress Files and other reports;</li> <li>• To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved;</li> <li>• To communicate as appropriate with parents of the students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff;</li> <li>• To act as a Mentor for tutees;</li> <li>• To carry out scheduled Staff supervisory duties (before and after school and break times)</li> <li>• To be aware of and adhere to applicable rules, regulations, legislation and procedures including the school's Equal Opportunities Policy and Code of Conduct and national legislation (including Health and Safety and Data Protection);</li> <li>• To contribute to cross curricular programmes according to school policy;</li> <li>• To undertake any other duty as specified by School Teachers' Pay and Conditions Document (STPCD) not mentioned in the above.</li> </ul>

General/Other
<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Staff will be expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.</p> <p>Although the role is primarily with the appointing school, staff may be deployed, within reason and subject to discussion, in any setting across the Trust.</p> <p>The school will endeavour to make any necessary, reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p> <p>This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job, commensurate with the grade and job title.</p>

**Job Description prepared by:** Mr Duncan Ratcliffe

**Date Prepared:** October 2019

# Person Specification

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**Date:** October 2019

Attributes	Essential	Desirable	Recruiting Method
Relevant Experience	1. Experience of teaching appropriate Key Stages	Experience of stages before and after KS1	Application Form References Interview
Education and Training	2. Qualified teacher status or recognised qualification; 3. A degree level qualification in relevant subject; 4. Evidence of continuing professional development;	Evidence of further professional study	Application Form
Specialist Knowledge and Skills	5. Plan and organise teaching consistently to achieve clear targets; 6. Translate teaching and learning into effective progress and attainment; 7. Differentiate teaching to enable all to succeed; 8. Motivate students to achieve their best; 9. Value the education of every student; 10. Promote the well-being of all students; 11. Utilise ICT in delivery of programmes; 12. Communicate effectively (verbal, written, using ICT as appropriate); 13. See task and plans through to completion;	Experience of working with pupils with SEND  Knowledge of early childhood development	Application Form References Selection Tasks Interview

	14. Be an effective team player that works collaboratively and effectively with others;		
Any Additional Factors	15. Adopt a reflective approach towards professional decision making;  16. A desire to facilitate achievement;  17. A sense of responsibility for both the students and your own performance;  18. An approachable disposition;  19. Energy and enthusiasm;  20. A desire to continue your own learning and development as a teacher;  21. Demonstrate a commitment to: <ul style="list-style-type: none"> <li>➤ Co-operative values;</li> <li>➤ promoting the school and the MAT's vision and ethos;</li> <li>➤ high quality, stimulating learning environment;</li> <li>➤ relating positively to and showing respect for all members of the school and wider community;</li> <li>➤ ongoing relevant professional self-development;</li> <li>➤ Safeguarding and child protection.</li> </ul>		Interview  Selection Tasks  References

**Self Help      Self Responsibility      Equity      Equality      Democracy**  
**Solidarity      Social Responsibility      Honesty      Openness      Caring for Others**