JOB DESCRIPTION

**Job title**: Teacher

**Reporting to**: Headteacher’s delegate/Headteacher

**School**: Oakfields Montessori School

**KEY PURPOSE OF THE JOB**

To actively support the policies and aims of the school whilst effectively teaching and encouraging pupils to develop both inside and outside the classroom.

**KEY DELIVERABLES**

**Teaching**

* Teaching pupils assigned to you, registering attendance, supervising, setting and marking work (including examinations) to be carried out by pupils in school or elsewhere
* Maintaining good order and discipline amongst pupils, safeguarding their health and safety both on school premises and during authorised school activities elsewhere
* Planning and preparing courses and lessons, attending assemblies and attending and leading after school clubs
* Promoting the general progress/wellbeing of pupils, keeping records and reports on their development, attainment, personal and social needs
* Providing guidance and advice to pupils on educational and social matters
* Communicating and consulting with parents of pupils, participating in meetings arranged for any of the purposes described above
* Maintaining and monitoring display work in appropriate areas of the school
* Communicating and co-operating with persons or bodies outside the school
* Carry out teaching duties in accordance with the schools schemes of work and National Curriculum
* Liaise with colleagues to deliver units of work in a collaborative way
* Work with teaching assistants and the SENDCO
* Set targets for student attainment levels
* Set work for students absent from school
* Demonstrate good practice in the teaching areas of responsibility

**Educational methods**

* Reviewing from time to time your methods of teaching and programme of work
* Advising and co-operating with the Headteacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment of pastoral arrangements
* Being aware of developments in ICT and how they may be integrated into your subject

**Assessing and Reporting**

* + Record students' work
	+ Maintain lesson evaluations
	+ Mark and return work within agreed time span, providing feedback and targets
	+ Provide assessment reports to monitor student progress
	+ Liaise with parents and attend parents’ evenings
	+ Work within the Code of Practice relating to Special Educational Needs

**Public examinations**

* Participating in arrangements for preparing pupils for and supervising them during public examinations and providing assessments

**Administration**

* Participating in administrative 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
* Participating in meetings which relate to the curriculum, the administration or organisation of the school, including pastoral arrangements
* Working with other members of staff as necessary at the end of the academic year to ensure a smooth transition for pupils and teaching staff into the next year, including liaising with teachers and staff from other schools within the Group

**Learning and Development**

* Participating in arrangements for your professional development
* Participating in any arrangements that may be made for teacher appraisal

*The job holder’s responsibility for promoting and safeguarding the welfare of children and young persons for who s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School’s Child Protection Policy Statement at all times. If in the course of carrying out the duties of the role, the Job holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the School’s Child Protection Officer or to the Headteacher.*