

# MCIS TEACHING STAFF JOB DESCRIPTION

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## TEACHING STAFF AT MCIS

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Teachers are appointed as primary homeroom teachers or subject specialists. In the secondary section of the school, subject specialists will also play a pastoral role as form tutors.

## PLACE IN THE ORGANISATION

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Homeroom teachers will work with their year team leaders and subject specialists with faculty Leaders. Specialist teachers in the secondary section will also be part of a pastoral team in the role of form tutors and work under the guidance of a pastoral section leader.

## RESPONSIBILITIES

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### SCHOOL PHILOSOPHY AND STRATEGIC PLANNING

All teaching staff have a responsibility to

- Ensure that the school mission and objectives are implemented consistently in areas for which they hold responsibility
- Participate in the development of school philosophy
- Assist in the development and implementation of the school's strategic plans

### CURRICULUM AND PEDAGOGY

Homeroom and specialist teachers will

- Teach challenging, well organised and differentiated lessons
- Have well-grounded expectations of learners, designed to raise levels of attainment
- Plan for progression informed by secure curriculum and subject knowledge

Implement a range of assessment techniques, including formative assessment

- Establish a purposeful and safe learning environment which takes account of all Health and Safety requirements and procedures
- Participate in the co-curricular programme, enhancing students' opportunities for learning

### MONITORING, FEEDBACK AND COMMUNICATING STUDENT PROGRESS

Homeroom and specialist teachers will

- Provide learners, colleagues, parents and carers with timely and constructive feedback on attainment, progress and areas for development
- Use relevant assessment data to inform feedback and reporting
- Track the progress of their students using relevant assessment data
- Support and guide students so that they can reflect on their learning, identify progress, set positive targets for improvement while becoming successful independent learners
- Develop positive relationships with parents to help students move forward in their learning

### PROFESSIONAL STANDARDS AND COLLEGIALLY

All teaching staff will

- Be committed to appropriate professional development
- Reflect on the effectiveness of their teaching



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- Have a creative and constructively critical approach towards innovation
- Reflect upon advice and feedback from colleagues
- Work as a team member and identify opportunities for sharing the development of effective practice
- Participate in rotas, duties and meetings as required
- Support school functions and events outside of normal school hours

### PASTORAL CARE AND BEHAVIOUR MANAGEMENT

Homeroom teachers and secondary tutors will

- Know their students well
- Provide a point of reference and support for students assigned to their pastoral care
- Know and follow the Health and Safety procedures of the school
- Identify and support students whose progress, development or well-being is affected by changes or difficulties in their personal circumstances
- Know how and when to refer students to colleagues for specialist support
- Play a leading role in the coordination of support for the students in their care

All teaching staff will

- Actively apply all school arrangements for Child Protection
- Manage learners' behaviour constructively, in line with the school's behaviour policy, using a range of techniques and strategies to promote independence, while developing students' social, emotional and behavioural skills

### RESOURCE MANAGEMENT

All teachers will

- Monitor the allocation of resources and spending in areas for which they are responsible
- Participate in a consultative process of school budget construction

### OTHER RESPONSIBILITIES

Teachers will also undertake any other reasonable tasks to ensure the effective pastoral care and academic development of their students