THE KING ALFRED FEDERATION JOB DESCRIPTION

**Post Title:** Mainscale Teacher

**Reporting To:** Key Phase Leader

Salary/Grade: MPG

**Disclosure Level:** Enhanced

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| **MAIN DUTIES** | |
| **Strategic Duties** | * To help develop and promote the aims of the school and the agreed policies. * To be aware of Equality issues, and promote Equal Opportunities throughout the school. * To contribute to the whole school’s planning activities. * To contribute to the School Improvement Plan. * To support the school in meeting its legal requirements for collective worship. |
| **Teaching** | * To teach children according to their educational need, including the setting and marking of work to be carried out by the pupils in school and elsewhere. * To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as required. * To provide, or contribute to, oral and written assessments, reports and references relating to individual children and groups of children. * To ensure that ICT, Literacy and Numeracy are reflected in the teaching/learning experience of pupils. * To undertake a designated programme of teaching. * To ensure a high quality learning experience for pupils which meets internal and external quality standards. * To prepare and update materials. * To use a variety of delivery methods which stimulate learning, appropriate to the needs and demands of the pupils. * To be expert at managing challenging behaviour, at the same time setting appropriate boundaries and seeing the potential in all pupils. * To encourage good practice with regard to punctuality, standards of work and homework. * To undertake assessment of pupils as requested by external bodies and school procedures. * To mark and give written/diagnostic feedback as required. * To organise work spaces as a member of a team. * To ensure effective and efficient deployment of classroom support. * To work as a member of a team and to contribute positively to effective working relations within the school. |
| **Pastoral** | * To be a class teacher to a group of pupils. * To promote the general progress and well being of individual pupils and to the class as a whole. * To accompany pupils to assemblies, encourage their full attendance at school and their participation in other aspects of   school life. |

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|  | * To evaluate and monitor the progress of pupils and keep up to date pupil records as may be required. * To contribute to the preparation of Action Plans, progress files and other reports. * To be aware of Child Protection issues and alert appropriate staff to problems experienced by pupils. * To communicate, as appropriate, with the parents/carers of pupils and with external agencies concerned with the welfare of individual pupils, after consultation with appropriate staff. * To take part in Open Evenings, Parents’ Evenings, Review Days etc. * To contribute to PSHCE and citizenship according to school policy. * To apply the behaviour management systems so that effective learning can take place. * To lead assemblies occasionally. |
| **Staff Development** | * To take part in the school’s staff development programme by participating in arrangements for further training and professional development. * To continue personal development in the relevant areas including subject knowledge and teaching methods. * To engage actively in the Performance Management Review process. * To participate in a programme of development training in accordance with current school policies. |
| **Resources** | * To contribute to the process of the ordering and allocation of equipment and materials. * To assist in identifying resource needs. * To co-operate with other staff to ensure a sharing and effective use of resources. |
| **Other specific duties** | * To play a full part in the life of the school community, to support the school’s aims and mission. * To promote the ethos of the school and to encourage staff and pupils to do so. * To comply with the school’s Health and Safety Policy and undertake risk assessments as appropriate. * To undertake any other duty as specified by the STPCB not mentioned in the above. |
| Staff 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.  Staff are expected to be courteous to colleagues and to provide a welcoming environment to visitors  and telephone callers. | |
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| This job description is current at the date shown, but in consultation, may be changed by the Management to reflect the changing needs of the school which are commensurate with the salary  and job title. | |
| Date | |

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**THE KING ALFRED FEDERATION MPG TEACHER**

**PERSON SPECIFICATION**

Your application form should address all elements of the person specification.

The elements marked \* are essential and will be used as a basis to shortlist candidates.

* Qualified teacher status
* DfES recognition

Knowledge and understanding of working with children across the primary range

\*Knowledge and understanding of the Foundation Stage curriculum

* Commitment to fostering equal opportunities for all

Ability to make assessments, keep records and produce reports on all pupils. Ability to manage challenging behaviour

* Ability to work as member of team.

A commitment to working with parents Awareness of child protection issues