

# Meadow High School

## Job Description

**Job Title:** Class Teacher/ Form Tutor

**Salary:** MPS/UPS + SEN1

**Hours:** 27.5 weekly

**Contract type:** Full Time, Permanent

**Reporting to:** Assistant Headteacher

**Responsible for:** A group of pupils, acting as the main contact for students, liaising with colleagues and parents to support their emotional, social, and academic development.

### **Main purpose**

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document.
- Meet the expectations set out in the Teachers' Standards.

### **Duties and responsibilities**

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment.
- Adapt teaching to respond to the individual needs of pupils.
- Set high expectations which inspire, motivate and challenge pupils.
- Promote good progress and outcomes by pupils.
- Demonstrate good subject and curriculum knowledge.
- Participate in arrangements for preparing pupils for internal / external assessments and accreditations.

### **Whole-school organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's vision and values.
- Make a positive contribution to the values, ethos and wider life of the school.
- Work with colleagues on curriculum and pupil development to secure co-ordinated outcomes.

- Provide a set amount of emergency cover work, in the unforeseen circumstance that the teacher is unable to teach.

### **Health, safety and discipline**

- Promote the safety and wellbeing of pupils.
- Maintain a positive learning environment among pupils, managing behaviour effectively.
- To actively engage in all assigned supervisory duties and provide proactive support to students, ensuring pupils safety and well-being.

### **Professional development**

- Take part in the school's performance development procedures.
- Take part in further training and development in order to improve own teaching and practice.
- Take part in the performance monitoring and professional development of others, where appropriate.

### **Communication**

- Communicate effectively with pupils, parents / carers and other professionals.

### **Working with colleagues and other relevant professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop and maintain effective professional relationships with colleagues.

### **Personal and professional conduct**

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.
- Have proper and professional regard for the values, ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities.

### **Management of staff and resources**

- Direct, supervise and effectively deploy assigned support staff, and where appropriate, other teachers.
- Deploy delegated resources.

## **Safeguarding**

- Promote the safeguarding of all pupils in the school.
- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Working Together to Safeguard Children) and our safeguarding and child protection policies.
- Work with the Designated Safeguarding Lead (DSL) to promote the best interests of pupils, including sharing and recording concerns in a timely and accurate manner.

## **Other areas of responsibility**

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

## **General Responsibilities**

To carry out the professional duties of a school teacher identified in the School Teachers' Pay and Conditions. In addition to those professional responsibilities that are common to all teachers in the school, where the post holder is on the upper pay spine, the threshold standards also apply.

The post holder may also be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases. In the event of exceptional and unexpected situations to adapt working practices inline with leadership, governors or government decisions.

To ensure that Meadow High School can provide suitable supervision and support for pupils, staff may occasionally be deployed to other locations which form part of the premises of the School, or elsewhere as may reasonably be required by the Headteacher of the School from time to time.

## **Annual Review**

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

## Person specification

### Class Teacher / Form Tutor

#### Training and Qualifications

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|----|---|
| 1. | Qualified teacher status or equivalent qualification.           |
| 2. | Degree or equivalent qualification.                             |
| 3. | Successful teaching experience at a Primary or Secondary level. |
| 4. | Successful teaching experience pupils with SEND.                |

#### Skills and knowledge

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| 5.  | Knowledge of the National Curriculum.  |
| 6.  | Knowledge of effective teaching and learning strategies for pupils with SEND.                |
| 7.  | A good understanding of how children learn.  |
| 8.  | Ability to adapt teaching to meet pupils' varying needs.                                     |
| 9.  | Ability to build effective working relationships with pupils, colleagues and parents/carers. |
| 10. | Knowledge of requirements around safeguarding children.                                      |
| 11. | Knowledge of effective behaviour strategies.   |
| 12. | Good ICT skills, particularly using assistive technology to support learning.                |

#### Personal qualities

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| 13. | A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school. |
| 14. | High expectations for pupils attainment and progress.  |
| 15. | Ability to work under pressure and prioritise effectively.   |
| 16. | Commitment to maintaining confidentiality at all times.  |
| 17. | Commitment to safeguarding and equality.   |

**Note:** *This job description may be amended at any time in consultation with the postholder.*

Last review date: **March 2025**

Next review date: **March 2026**

Headteacher / line manager's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Postholder's signature: \_\_\_\_\_

Date: \_\_\_\_\_