

POST TITLE: MAIN SCALE TEACHER

RESPONSIBLE TO: HEADTEACHER

LINE MANAGER: PHASE LEADER

GRADE: M1-M6 MAINSCALE

The job description should be read in conjunction with the School Teachers' Pay and Conditions Document and the TDA's Professional Standards for Teachers in England.

CORE PURPOSE OF ROLE

- ☐ Undertake the teaching of general subjects to pupils under the direction of the Headteacher.
- ☐ Conduct pastoral and administrative duties in respect of pupils in a designated class.
- ☐ Provide high quality teaching, undertake effective use of resources, and improve the standards of learning and achievement for all pupils.
- ☐ Participate in the development of school policy and practices, and use these to improve the quality of education provided, meet the needs and aspirations of all pupils, and raise the standards of achievement in the school.
- ☐ Interact professionally with colleagues, and establish and maintain sound working relationships with all teaching and non-teaching members of the school community.

MAIN DUTIES AND RESPONSIBILITIES AS A TEACHER

Particular Responsibilities

- ☐ Teach pupils in years Nursery to Year 6.
- ☐ Teach a full range of curriculum subjects as required.
- ☐ Plan lessons carefully having regard to the schemes of work and school practice.
- ☐ Work as a full member of your designated phase/curriculum team, working with others to disseminate good practice in the school, to create teaching resources, and to develop consistent approaches.
- ☐ Assess pupil work to monitor and evaluate progress and set targets for improvement.
- ☐ Liaise with appropriate staff in partnership schools.

A. Planning, Teaching and Class Management

Teach allocated pupils by planning their teaching to achieve progression of learning through:

- ☐ Identifying clear teaching objectives and specifying how they will be taught and assessed.
- ☐ Setting tasks which challenge pupils and ensure high levels of interest.
- ☐ Setting appropriate and demanding expectations.
- ☐ Setting clear targets, building on prior attainment.
- ☐ Identifying SENs or very able pupils.
- ☐ Provide clear structures for lessons maintaining pace, motivation and challenge.
- ☐ Make effective use of assessment and ensure coverage of programmes of study.
- ☐ Ensure effective teaching and best use of available time.
- ☐ Monitor and intervene to ensure sound learning and discipline
- ☐ Use a variety of teaching methods to:

- i. Match approach to content, structure information, present a set of key ideas and use appropriate vocabulary;
- ii. Use effective questioning, listen carefully to pupils, give attentions to errors and misconceptions select appropriate learning resources and develop study skills for older pupils through library, ICT and other sources;
- ☐ Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the age of pupils and subjects taught.
- ☐ Liaise and co-operate with police, social, and medical agencies, and other groups concerned with the welfare of the child.
- ☐ Supervise school assistants as appropriate in own classroom.
- ☐ Maintain classroom displays showing clear linkage to target setting.
- ☐ Plan and prepare for school visits in accordance with agreed teaching aims, values, and objectives.
- ☐ Ensure that appropriate attention is given to health and safety, insurance cover, transport, etc., for school visits.
- ☐ Be aware of the home background of the children, including health and safety, and ensure that all possible action is taken to safeguard the child's physical and emotional health and well-being.
- ☐ Prepare, and submit to the Leadership Team, teaching plans and reviews at agreed intervals throughout the academic year.
- ☐ Evaluate your own teaching critically to improve effectiveness.

B. Monitoring, Assessment, Recording, Reporting

- ☐ Assess how well learning objective s have been achieved and use them to improve specific aspects of teaching.
- ☐ Mark and monitor pupil's work and set targets for progress.
- ☐ Assess and record pupils' work and set targets for progress.
- ☐ Assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level that the pupil is achieving.
- ☐ Participate in and organise the setting of class, school, and LA tests, and if applicable, SATs.
- ☐ Prepare and present informative reports to parents.
- ☐ Communicate frequently with parents, guardians, etc., to ensure that they are aware of any concerns regarding their children.
- ☐ Be available to meet parents at agreed times outside designated school hours, including parents' evenings and for individual interviews.

C. Other Professional Requirements

- ☐ Have a working knowledge of teachers' professional duties and legal liabilities.
- ☐ Operate at all times within the stated policies and practices of the school.
- ☐ Establish effective, professional working relationships and set a good example through their presentation and professional conduct.
- ☐ Participate in an agreed school policy of performance management and staff development as agreed with Headteacher and Leadership Team.
- ☐ Comply with all health and safety requirements as required.
- ☐ Act upon suspicion of abuse and/or signs of non-accidental injury, and bring these to the attention of the Headteacher or appropriate member of staff without delay.
- ☐ Take school assemblies when required.
- ☐ Exhibit a consistently positive attitude regarding all aspects of school life.
- ☐ Endeavour to give every child the opportunity to reach their potential and meet high expectations.
- ☐ Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school.
- ☐ Work to develop the relationship between school, community, and home, for the benefit of the children.

- ☐ Take responsibility for their own professional development and duties in relation to school policies and practices.
- ☐ Undertake playground duties when required.
- ☐ Liaise effectively with parents and governors.
- ☐ Take on any responsibilities which might from time to time be determined by the Headteacher.

GENERAL

This job description is subject to amendment from time to time within the terms of your conditions of employment as the needs of the school may require, but only to an extent consistent with those conditions of employment after consultation with you.