MAIDEN ERLEGH TRUST

MAIN SCALE TEACHER
Job Description

Job Purpose	To plan, resource and deliver highly effective and inspiring lessons as per the allocated timetable. To participate in a designated tutor team, leading highly effective tutor periods. To ensure that students make exceptional progress and achieve excellent academic results. To work with colleagues to design engaging and challenging schemes of work and lessons. To establish and maintain discipline in all aspect of their work and support others in the school to do so. To contribute to the effective working of the school and the Trust (including implementing all policies fully). To conduct themselves with professionalism and integrity at all times, acting with the best interests of the students in the Trust at all times. To ensure they are prepared for Ofsted inspections and any other benchmarking or assessment visits.
Applicable Contract, Terms and Duties	The duties outlined in this job description are to be performed in accordance with the provisions of the latest School Teachers' Pay and Conditions Document as adopted by Maiden Erlegh Trust. It may be modified by the Headteacher, with the post holder agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.
Relationships	The post holder is responsible to the Headteacher and their immediate line manager(s) in all matters.

The post holder will be responsible for:

Trust Culture
- Supporting the Trust's values and ethos by contributing to the development and implementation of policies practices and procedures.
- Maintaining the highest expectations of all students in a "no excuses" culture.
- Helping create a strong Trust and school community, characterised by consistency, collaboration and measured and respectful relationships.
- Supporting extra-curricular and whole school events.
- Supporting and working in collaboration with colleagues and other professionals in and beyond the school, covering lessons and providing other support as required (in line with school policy).

Teaching and Learning
- Following the Trust's Learning and Teaching Framework and Homework Procedures.
- Planning and preparing highly effective lessons (including incorporating cross-curricular elements such as literacy, numeracy and PSMSC) under the guidance of the Head of Department and in line with Trust/school Schemes of Work and Assessment.
- Motivating and inspiring students so that they enjoy their learning, can manage their own learning effectively and want to aim as high as possible.
- Directing and supervising support staff assigned to lessons.
- Participating in preparing students for internal and external assessment/examinations.
- Enriching the curriculum with trips and visits to enhance the learning experience of all students.
- Keeping up to date with developments relating to the subjects taught, examinations and good practice generally.

Assessment
- Ensuring all classroom, assessment and feedback routines are upheld in all lessons.
- Using a detailed understanding of students starting points, barriers to learning and needs to ensure they are supported and challenged effectively so that they achieve the highest possible academic outcomes.
- Ensuring all students are guided to set themselves realistically aspirational targets which are then used to inform planning and assessment as the course progresses.

- Using regular, formative assessment to monitor student progress and make the necessary changes and/or implement the necessary interventions to ensure the highest levels of student progress.
- Implementing and adhering to the Trust's Learning and Teaching Framework, Homework Guidelines and Assessment and Reporting Policy.
- Establishing plans and processes for individuals and groups of students, with measurable results, and evaluate those results to ensure improvements in student progress.
- Providing verbal and written assessments/feedback, reports and references relating to individuals and groups of students.
- Maintaining regular and productive communication with students and parents regarding progress, what students need to do to improve, how parents can help their child sanctions and rewards.

Behaviour Management and Student Wellbeing

- Implementing and adhering to the Trust's policies (eg: Behaviour, Safeguarding, GDPR, Anti-bullying, Health & Safety and Acceptable Use) ensuring the health and well-being of students is maintained at all times.
- Creating a positive, nurturing and open learning environment, where students are safe and feel safe to show curiosity and enthusiasm for the subject being taught.
- Taking responsibility for the behaviour and attendance of students in lessons, implementing appropriate sanctions and rewards and recording them appropriately.
- Undertaking allocated duties and ensure a presence which promotes the safety and wellbeing of students and staff.
- Ensuring all concerns of a safeguarding nature are reported and recorded as per our Safeguarding Policy and within a timely manner.
- Ensuring all concerns of a health and safety nature are reported and recorded as per our Health and Safety Policy and within a timely manner.

Pastoral and inclusion

- Acting as a form tutor and, with direction from the relevant Head of Year, plan and deliver highly effective tutor and Personal, Social, Moral and Spiritual Sessions.
- Taking responsibility for the behaviour and attendance of students in their tutor group, implementing appropriate sanctions and rewards and recording them appropriately.
- Reviewing tutees reports and/or Individual Learning Plans at least half termly, recording outcomes of these conversations and any agreed actions as required.
- Providing information and reports as necessary to inform discussions about SEND, involvement of other agencies, alternative provision and other similar reasons.

Other

- When required, participating in recruitment and selection or teacher training activities.
- Be part of the appraisal system, taking full responsibility for their own objectives and professional development.
- Undertaking other reasonable responsibilities as directed by the Head of Department or Headteacher

The post holder will be accountable for:

- The standards of progress and attainment of all students taught including the disadvantaged, those with special needs and the more able, which should on average be well above the national average.
- The standards of conduct and behaviour for learning of all students.
- The reliability and accuracy of formative and summative assessment of all students.
- The reduction and/or removal of any differences in performance of groups of students.
- The consistent implementation of school policy in the subject.
- The effective and safe use of resources.
- The safety and wellbeing of students in their care.

"The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment".

Signed: _____ Date: _____

Post holder

September 2018