

## Job Description

**Post:** Teacher

**Salary Range:** MPS

All teachers are required to carry out the duties of a school teacher as set out in the current *School Teachers Pay and Conditions Document*. Teachers' performance will be assessed against the **TDA Professional Standards for Teachers** as part of the appraisal process as relevant to their role in the school.

### Main Accountability:

Teachers make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils. To take a leading role in developing the school policies and practice and to promote collective responsibility for their implementation.

### Professional duties:

#### *Teaching and Assessment:*

- Having a thorough understanding of the National Curriculum, the school's own schemes of work and the Foundation Stage curriculum
- Using a variety of teaching methods appropriate to task and learning needs of their pupils
- Planning and preparing lessons with clear learning intentions
- Teaching, according to their educational needs, the pupils assigned to him/her, including the setting and marking of work to be carried out by the pupil in school and elsewhere
- Assessing, recording and reporting on the development, progress and attainment of pupils, in line with national and school requirements
- Giving feedback to pupils about their work

#### *Pastoral:*

- Promoting the general progress and well-being of individual pupils and of the class
- Maintaining good discipline in line with school behaviour policy
- Accepting responsibility for care and safety of children following health and safety guidelines
- Liaising with parents, colleagues and outside agencies

#### *Management and Personal Development:*

- Managing own time and pupils' time effectively.
- Supervising work of Teaching Assistants, voluntary help and students, producing reports as necessary
- Participating in appraisal arrangements in accordance with the Appraisal

policy

- Active involvement in further professional development, reviewing personal methods of teaching and programmes of work

*Administration:*

- Completing weekly plans in line with school policy as well as long and medium term plans
- Completing any relevant documents for transfer or special needs purposes and annual reports
- Registers attendance of pupils in line with school procedures
- Involvement in parents' evenings

*Exercise of general professional duties:*

A teacher shall carry out the professional duties of a teacher as circumstances may require and in accordance with any directions which may reasonably be given to him by the Head of School from time to time

You are to carry out the duties of a school teacher as set out in the TDA Professional Standards for Teachers and in light of the most recent School Teachers' Pay and Conditions document and subject to any amendments due to government legislation. This includes any duties as may be reasonably directed by the Head of School.

If you are an experienced teacher we would also expect you to take on the responsibilities of a subject leader.

The above job description was agreed on ..... (date) and must be read in conjunction to the Teacher's Standards.

This job description may be reviewed and/or amended at any time in light of the needs of the school and professional development of staff. Before any changes happen you will be given appropriate opportunities to discuss any proposed amendments. It will be reviewed as part of the annual performance management process.

The school and its staff is committed to safeguarding and promoting the well-being of children and young people.

Signed..... (Teacher)      Date:

Signed..... (Acting Head of School) Date: