

## Teacher Job Description

**Salary Grade: MPS/UPS**

**Title: Class Teacher**

**Responsible to: Headteacher**

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

### MAIN PURPOSE OF THE JOB

Paragraphs 1 to 9 below are a Main Pay Scale (MPS) Teacher's responsibilities. MPS teachers are required to act in accordance with the school's ethos, policies and practices, under the direction of the Headteacher: **In addition to the duties and responsibilities of a MPS Teacher you are, as an Upper Pay Scale teacher, required to be highly competent in all elements of the Teacher Standards, to ensure that your achievements and contribution to the school are substantial and sustained and to ensure that you discharge the Accountabilities under paragraph 9 and, if you are paid at the maximum of the Upper Pay Scale, Accountabilities under paragraph 10 reviewed annually**

Be responsible for promoting and safeguarding the welfare of children and young people. Staff must adhere to and ensure compliance with the relevant ELAT Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, staff identify any instance that a child is suffering or likely to suffer significant harm either at school or at home, they must report any concerns to the Designated Safeguarding Lead or to the Headteacher or to the CEO so that a referral can be made accordingly to the relevant third party services.

## Duties and responsibilities

### 1. Teaching

- 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 strengths and 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 external tests

### 2. 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 values and vision
- Make a positive contribution to the wider life and ethos of the school

- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach

### **3. Health, safety and discipline**

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Attend to the pupil's personal needs, and implement related personal programmes, including social, health, physical, hygiene, intimate care, first aid and welfare matters

### **4. Professional development**

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others

### **5. Communication**

- Communicate effectively with pupils, parents and carers

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

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

### **7. 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 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

### **8. Management of staff and resources**

- Direct and supervise support staff assigned to them, and where appropriate, other teachers
- Contribute to the recruitment and professional development of other teachers and support staff
- Deploy resources delegated to them

### **9. Support the development of a subject across the school.**

This will involve:

- Action planning: writing a plan and monitoring and evaluating it during the year.
- Resourcing: Annual audit, ordering resources, termly tidying, managing the budget and applying for any grants.

- Standards: Monitoring standards of attainment and achievement, identifying poorly performing groups of pupils and ensuring there is provision for them to close the gap across the school
- Policy writing and updating policies and guidelines “so that everyone knows what they should be doing”.
- Curriculum: Ensuring due prominence of own subject within thematic framework.
- Monitoring: lesson observations, pupil interviews, work scrutiny, checking planning.
- Assessment: Assessing work samples, analysing test data.
- Supporting: Assisting colleagues with planning and delivery.
- Professional Development: Keeping up-to-date with curriculum development, organising and leading training, visiting other schools.
- Promoting the subject: Organising special events
- Making strategic decisions: e.g. whether to “set” for the teaching of a subject.
- Keep headteacher and governors regularly informed of all relevant developments.

## **10. Upper Pay Scale Accountabilities**

- Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation.
- Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.
- Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects/curriculum areas you teach, including those related to public examinations and qualifications.
- Have a more developed knowledge and understanding of your subjects/curriculum areas and related pedagogy including how learning progresses within them than a Main Pay Scale teacher.
- Have sufficient depth of knowledge and experience to be able to give advice to colleagues on the development and well-being of children and young people.
- Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge.
- Provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice in order to help them meet the relevant standards and develop their teaching practice

## **11. Additional Accountabilities for the Maximum of the Upper Pay Scale**

In addition to the requirements of a Main Pay Scale teacher and an Upper Pay Scale teacher, teachers paid at the maximum of the Upper Pay Scale are required to ensure that they:

- Play a critical role in the life of the school.
- Provide a role model for teaching and learning.
- Make a distinctive contribution to the raising of pupil standards.
- Contribute effectively to the work of the wider team/school.

- Take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning.

This job description does not form part of the contract of employment. It describes the way in which the post holder is expected and required to perform and complete the particular duties as set out above and will be reviewed on an annual basis (or as need arises) and following consultation with you, may be changed to reflect changes in the job requirements.

***At ELAT all staff are expected to model the behaviours of a professional at all times.***

Name: (Printed)	
Signed:	
Date:	