

JOB DESCRIPTION: TEACHER MPS

Responsible to: the Headteacher and Head of Department

Context

The fundamental duty of every teacher is to make a special contribution to sustaining Longsands as a “safe and supportive environment founded on high expectations, mutual respect and enjoyment of learning” (Academy *Ethos and Aims*).

Teachers promote the intellectual, social, moral, spiritual, cultural and, as appropriate, physical development of the students. They seek to focus all students on learning and provide support to their classes and form groups.

General Duties

Teaching and Learning

In accordance with Academy policies and National Conditions of Service to:

- teach, according to their educational needs, allocated classes;
- set and mark work in accordance with schemes of learning or as required by examination regulations;
- plan effectively and prepare schemes of learning and complete planning documentation as required;
- make records of and reports on the academic, personal and social needs of students.

Particular Duties

The particular duties of the post are to:

1. Assessment

- a) participate in arrangements for preparing students and assessing students for external and internal assessments, and supervision of internally assessed tests;
- b) assess, record and report on the development, progress and attainment of students for whom the teacher has responsibility;
- c) communicate and consult with parents and others who have legitimate interest in the students.

2. CPD and Curriculum Development

- a) participate in arrangements for the appraisal of own performance and that of other teachers;
- b) offer support to less experienced members of staff and, where necessary, advise colleagues on matters of good practice;
- c) keep under review methods of teaching and programmes of work;
- d) participate in arrangements for further training and professional development;
- e) advise and collaborate with other staff on the preparation and development of courses of study; teaching materials; methods of teaching; assessment and pastoral arrangements;
- f) participate in departmental/team self-evaluation.

3. Meetings, Duties & Non-Contact Arrangements

- a) participate in the annual schedule of meetings and other meetings as appropriate;
- b) carry out effectively allocated supervisory duties;
- c) register students in allocated classes;
- d) attend parents' evening of year groups taught and other meetings for parents as appropriate;
- e) supervise, and so far as practicable teach, any student whose teacher is not available to teach them (within the limits set in Pay and Conditions).

4. Health & Safety and Classroom Management

- a) maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged on school activities elsewhere;
- b) manage/support teacher assistants/technicians providing support to allocated classes;
- c) report any risks or potential hazards to the Facilities Manager (usually in writing);
- d) manage effectively the use of resources;
- e) follow Child Protection and other agreed procedures, eg relating to the organisation of trips and visits.

5. Other Specific Duties

- a) have full regard to all aspects of the Academy's Health and Safety policy and secure appropriate practice in those areas for which responsibility is held;
- b) safeguard and promote the well-being of students and staff in all aspects of the performance of this role;
- c) follow Child Protection and other agreed procedures eg relating to the organisation of trips and visits and the ordering of goods;
- d) undertake such other duties as the Headteacher may reasonably require.

6. Updating

This job description will be reviewed and updated periodically in order to ensure that it reflects accurately the nature of the role in the context of in-school and other developments. This process may be initiated by the Headteacher or the postholder. It will always be the aim to reach agreement on reasonable changes but, if agreement is not possible, the Governing Body (represented by the Headteacher) reserves the right to make changes following consultation.

Signatures

Signed (Postholder)

Date:

Signed (Headteacher)

Date: