

## Job Description

Qualified Teacher  
MPS /UPS  
Part-time

### **RESPONSIBILITIES:**

- To plan and teach a broad, balanced, relevant and differentiated curriculum to a class (or classes where appropriate)
- To provide a challenging, supportive learning environment
- To direct the activities of support staff or helpers in their work with pupils
- To monitor and support the development of all pupils
- To contribute to the identification of pupils with additional needs
- To contribute to raising standards of student attainment
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth
- To provide high quality marking of pupils' work (including live marking) and to set homework as appropriate

### **Main duties:**

- To provide a challenging, supportive learning environment which stimulates learning
- To direct the activities of support staff or helpers in their work with pupils
- To monitor and support the development of pupils
- To contribute to the identification of pupils with additional needs
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth
- To take part in the school's CPD programme
- To engage actively in the Performance Management Review process
- To contribute positively to effective working relations within school
- To keep up-to-date with statutory Child Protection training
- To keep up- to date with current pedagogy and educational initiatives
- To help to implement the school's quality procedures
- To review, as required, teaching methods and schemes of work
- To maintain records
- To provide relevant and up-to-date information on pupils
- To contribute to tracking data regarding pupil progress
- To use assessments to inform teaching and learning
- To identify resource needs
- To ensure that the use of resources is effective and of benefit to the school and all pupils
- To promote at least good progress and well-being of all students
- To follow the protocols and policies regarding the pastoral care of pupils
- To encourage full and active participation in all aspects of school life
- To consistently apply the school's positive behaviour policy and systems
- To contribute to the preparation of action plans and progress files

- To maintain high standards of conduct by using appropriate rewards and sanctions, thus contributing to a safe, secure and supportive environment
- To undertake a designated programme of teaching
- To provide a high quality learning experience for all pupils
- To use variety of teaching methods designed to stimulate learning
- To plan and teach lessons which meet internal and external quality standards
- To use behaviour management strategies in line with the positive behaviour policy to ensure high standards of behaviour
- To prepare and update high quality teaching materials which reflect current practice
- To encourage good practice with regards to punctuality, and behaviour
- To undertake all formal assessment of pupils
- To assess, record and report on the attendance, progress, development and attainment of pupils
- To give high quality feedback to pupils in line with the marking and feedback policy

**Other specific duties:**

- To meet all Professional Teachers' Standards
- To play a full and active role in the life of the school
- To support the school in its mission and ethos
- To actively promote the school's policies
- To contribute to the implementation of the school's Health and Safety policy
- To undertake any other duty as specified by the Co-Headteacher's
- To be aware of and complying with policies and procedures relating to child protection reporting all concerns to an appropriate person.