Job Description

Qualified Teacher

MPS / UPS

Full Time

**RESPONSIBILITIES:**

* To plan and teach a broad, balanced, relevant and challenging curriculum to a nursery 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 & feedback of pupils’ work (including live marking)

**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 Appraisal 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 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 and prepare resource needs and ensure they are 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 a variety of teaching methods designed to stimulate learning including scaffolding and modelling
* 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 and values
* To contribute to the implementation of the school’s Health and Safety policy
* To undertake any other duty as specified by the Co-Headteachers
* To be aware of and complying with policies and procedures relating to child protection reporting all concerns to an appropriate person.