



## St Mary's Church of England High School

### Main Scale Teacher

#### Job Description

The following generic responsibilities are consistent for all Classroom Subject Teachers. The Teachers' Terms and Conditions of employment cover all posts. All teachers will be expected to meet the appropriate Teacher Standards / Post Threshold Standards as a minimum requirement (relevant to experience).

Main Pay Scale           MPS1-6/UPS1-3

Accountable to:         Director of Teaching & Learning  
                                  Subject Leader (if applicable)

*(NB the terms 'Subject' and 'The Subject' are used to denote the subject that the Subject Lead is responsible for. For consistency, this job description is the same for all Subject Leads and therefore these terms are used generically in the job description).*

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#### Personal and Professional Standards

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff are to:

- support the aims and ethos of the school
- have regard to the Church of England character of the school and not to do anything in any way contrary to the interest of its foundation
- set a good example in professional dress and appearance, punctuality and attendance
- take responsibility for personal development and training as a consequence of the performance review cycle
- attend team and staff meetings as appropriate, contributing actively whenever possible
- provide a courteous, prompt and polite service to all members of the school community, including parents/carers, students, all staff, contractors and suppliers and other visitors
- actively contribute to the school's mission statement by forming positive relationships within the school's community and working collaboratively and in good humour with other colleagues as appropriate or when directed
- be aware and comply with all relevant policies and procedures within the school, particularly those relating to child protection, equality, health and safety and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Headteacher

### **Core purpose of the Post**

- To promote actively the safeguarding of all students;
- To provide a quality of teaching and learning provision that can be judged to be at least good, and ensures all students make at least good progress;
- Be accountable for the attainment and progress of all students who are taught by the post holder;
- Supervise and guide the work of any support staff (including Learning Support Assistants -LSAs) who are assigned to work with post holder's classes/students;
- To provide pastoral support and guidance for all students in the post holder's care, classes and/or form group;
- To contribute to the overall development work of the teaching and learning area team;
- To uphold and support actively all school policies and the Christian ethos of the school.

### **Teaching and Learning**

- To engage with and understand the School's Curriculum vision, including its intent, implementation and impact;
- To engage with and understand the Teaching and Learning Area's Curriculum vision, including its intent, implementation and impact;
- Teach across the whole age and ability range for an appropriate proportion of the week;
- To plan lessons with clear learning objectives and resources to meet the needs of all students;
- Use data to plan lessons and learning materials to motivate and support all students to make at least good progress;
- To have high aspirations and set challenging targets for all students;
- To set high expectations for students behaviour, learning, motivation and presentation of work by establishing a purposeful working atmosphere and providing challenging and inspirational learning experiences;
- To work in collaboration with Learning Support Assistants assigned to any teaching group/student within the group;
- Take account of students' prior attainment and needs and use them to set appropriately challenging learning activities;
- To promote and develop literacy and numeracy skills throughout teaching and learning activities so that literacy and numeracy do not present barriers to learning;
- To provide intervention activities for those students who need support to boost attainment/progress or who require additional challenge;
- To set work for students absent from school for health or disciplinary reasons;
- To manage the behaviour and discipline of students within the classroom in line with the school's Behaviour for Learning Policy;
- To ensure that teaching room, resources and equipment are maintained in good order with particular regard to Health & Safety and security of property;

- To use ICT and other technologies and learning resources as learning tools to inspire and motivate learners;
- To ensure that a stimulating learning environment is maintained in the classroom including provision of a high quality of display.

### **Assessment Recording and Reporting**

- To maintain notes and plans of lessons undertaken and records of students' work, their attendance and attainment;
- To mark, assess and return students work in line with school policy, providing constructive oral and written feedback with clear targets and guidance for future improvement;
- Provide regular opportunities to respond to marking and feedback;
- To keep high quality records to track and monitor student progress using data and teacher assessment records;
- To report and record student attainment, progress and results of assessments within the school's recording and reporting structure;
- To set and mark examinations assessments and coursework as assigned by the Director/ Subject Lead or member of SLT;
- Attend the appropriate Consultation Evenings/ and individual meetings to keep parents/carers informed about attainment and the progress of their child towards targets;
- Be familiar with school records and information relating to students who have additional needs (including those who have High Prior Attainment) and use this information to ensure all students can access the curriculum and are supported to attain well and make at least good progress.

### **Pastoral Responsibilities**

- To take responsibility for promoting and safeguarding the welfare of children and young persons;
- To participate in the pastoral organisation of the school as a form tutor, if required;
- To be the first point of contact for parents/carers in the assigned tutor group and keep parents/carers advised of significant concerns or achievements;
- To monitor and set targets for the social and academic progress of individuals in the tutor group;
- To undertake responsibility for the delivery of the PSHCE and tutorial programmes to the tutor group as required;
- To promote good attendance and punctuality and monitor in accordance with the school's Attendance Policy providing support/intervention for those who find it hard to maintain high standards;
- To provide an opportunity for daily Act of Worship for form group;
- To attend and contribute to Acts of Worship as required actively supporting the Christian ethos.

## General Professional Responsibilities

- To attend meetings as part of the agreed meeting cycle;
  - To undertake professional development identified through the performance management/appraisal structure and as organised for staff to promote individual, T & L Area and whole school improvement work;
  - To support and implement all relevant teaching and learning area policies, including the Code of Conduct for staff and whole school policies;
  - To act as a role model to students in respect of dress, attendance and punctuality and general conduct;
  - To support and actively promote the Christian ethos of the school by implementing all agreed policies and practice ;
  - To ensure that all deadlines are met as published;
  - To undertake professional duties and responsibilities necessary for the smooth running of the school, as may be reasonably assigned to them by the Head Teacher (eg duties, emergency cover);
  - To fulfil the conditions of employment for school teachers, as laid down in the latest School Teachers' Pay and Conditions Document ;
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- Teachers on the UPS scale can be expected to make a particular contribution to the development and improvement work of their Teaching & Learning Area or the whole school in line with statutory requirements to meet threshold standards.

In particular teachers at UPS1/2/3 will:

- Provide a model of high quality professional practice
- Make a distinctive contribution compared with MPS teachers
- Consistently provide at least a good quality of teaching and learning for students, with potential to develop outstanding practice
- Make a significant contribution to the improvement of work of the Teaching and Learning Area and the School
- Be involved in coaching and mentoring of other colleagues as required

This is the current job description and is subject to regular review and may, after discussion with the teacher, be changed.

Last reviewed February 2021