The Meadows Primary School

Duties and responsibilities of a Main Scale Teacher

GENERAL DUTIES

- To carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.
- To work under the direction of the Headteacher, in line with the current school policies, schemes of work, practices and codes of conduct.
- To be aware of the guidance in the Staff Handbook and to follow its recommendations.
- To support the school's aims and values and promote these effectively within the whole school community.

TEACHING

Responsibilities

- The post requires that you teach children in the primary age range, 4 – 11 years.
- You will have responsibility for a class, as well as a collective responsibility for the welfare and discipline of all children around the school.
- Duties will be carried out within the directed 1265 hours (pro-rata), under the direction of the Headteacher and as described in the Staff Handbook and at other times as decided by the teacher.

Duties

- To plan, teach and evaluate lessons and sequences of lessons, within the context of the school's plans, curriculum and other schemes of work.
- To have consistently high expectations, setting work that is sufficiently challenging and ensures high levels of pupil interest so that all pupils may achieve their full potential.
- To ensure that curriculum materials are sufficiently differentiated to enable all pupils to access and achieve success in the curriculum.
- To be familiar with the SEND Code of Practice, identify pupils with SEN and implement, review and update children's IEPs and records as appropriate.
- To monitor and track the academic progress and attainment of every child, ensuring that assessment outcomes are used effectively to inform future teaching and learning plans in order to maximise the potential for each individual learner's achievement.
- To evaluate and promote children's welfare and progress, including their personal, social and emotional development.
- To ensure that your classroom practice supports and implements all relevant whole school policies.

- Participate in the arrangements for preparing pupils for external examinations.
- To have the ability to model high standards of presentation and personal and professional conduct in all aspects of school life.
- To have a commitment to valuing all children's achievements.
- To motivate and encourage all pupils to discover the pleasure of learning and to enjoy success.
- To create a stimulating and attractive learning environment for the children within which they feel happy, safe and secure.
- To keep the learning environment tidy, well-organised and updated.

Whole school organisation, strategy and development

- To contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision. Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.
- To participate fully in all aspects of school life.
- To attend staff meetings and other meetings, as appropriate.
- To play an active role in the school's monitoring and self-evaluation processes.
- To contribute to the on-going development of teaching and learning in the school by sharing good practice and working effectively with others to develop new ideas.

Health, Safety and Discipline

- To promote the safety and well-being of pupils at all times.
- Maintain good order and discipline among all pupils.

Management of staff and resources

- To direct and supervise support staff assigned to you.
- To effectively deploy resources delegated to you.

Professional development

- Participate in arrangements for the appraisal and review of your own performance.
- To have a commitment to your own professional development both personally, and in order to develop your own standards in teaching and the best opportunities for children's learning.

Communication and Relationships

- To communicate effectively with pupils, parents and carers.
- To foster positive, supportive relationships with pupils, parents and carers.
- To provide verbal and written reports on the progress and achievements of individual pupils and groups of pupils.

Working with colleagues and other relevant professionals

- To collaborate and work with colleagues and other relevant professionals within and beyond the school.
- To implement the advice/guidance offered by relevant professionals.
- To foster positive working relationships with all staff.
- To uphold, and contribute to, the positive reputation of the school in its work with outside agencies.

This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an Enhanced Disclosure from the Disclosure and Barring Service before the appointment is confirmed. The check will include details of cautions, reprimands or warnings, as well as conviction and non-conviction information.

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