



# Job Description

## MPS Teacher

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<b>Post Held</b>	<b>MPS Classroom Teacher</b>
<b>Key Purpose</b>	<p>Under the reasonable direction of the Principal, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).</p> <p>Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and support a designated curriculum area as appropriate.</p> <p>Monitor and support the overall progress and development of students as a teacher/mentor</p> <p>Facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.</p> <p>Contribute to raising standards of student progress and attainment.</p>
<b>Reporting to</b>	<b>Head of Department (MFL)</b>
<b>Teaching</b>	<ul style="list-style-type: none"><li>• Set high standards and expectations which inspire, motivate and challenge students.</li><li>• Promote good progress and outcomes for students.</li><li>• Demonstrate good subject and curriculum knowledge, including examination specifications.</li><li>• To teach to the highest standard.</li><li>• To promote a level of learning and children's intellectual curiosity.</li><li>• Teach students according to their educational needs, including the setting and marking of work including homework.</li><li>• Assess, record and report on the attendance, progress, development and attainment of students and to keep such records as required.</li><li>• Provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.</li><li>• Ensure that ICT, reading, writing, communication and Maths, and Social, Moral, Cultural and Spiritual developments are reflected in the teaching/learning experience of students.</li><li>• Undertake a designated programme of teaching.</li><li>• Ensure a high quality learning experience for students which meets internal and external quality standards.</li><li>• Prepare and update subject materials.</li><li>• Use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.</li><li>• Maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.</li><li>• Undertake assessment of students as requested by external examination bodies, departmental and school procedures, including marking of classwork and homework.</li></ul>
<b>Strategic/Operational Planning</b>	<ul style="list-style-type: none"><li>• Assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum area and department.</li><li>• Contribute to the curriculum area and department's development plan and its implementation.</li></ul>

	<ul style="list-style-type: none"> <li>• Plan and teach well-structured lessons that reflect the abilities and needs of the students.</li> <li>• Contribute to the design and provision of an engaging curriculum within the relevant subject areas.</li> </ul>
<b>Curriculum Provision</b>	<ul style="list-style-type: none"> <li>• Assist the Head of Department / Lead Teacher, to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.</li> <li>• Assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's mission and strategic objectives.</li> </ul>
<b>Staffing</b>	<ul style="list-style-type: none"> <li>• Take part in the school's staff development programme by participating in arrangements for further training and professional development.</li> <li>• Continue own professional development in the relevant areas including subject knowledge and teaching methods.</li> <li>• Engage actively in the appraisal process.</li> <li>• Ensure the effective/efficient use of classroom support.</li> <li>• Work as a member of a designated team and to contribute positively to effective working relations.</li> </ul>
<b>Quality Assurance</b>	<ul style="list-style-type: none"> <li>• Be supportive and responsive to school quality assurance procedures and to adhere to those.</li> <li>• Contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.</li> <li>• Review methods of teaching and schemes of work.</li> <li>• Take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school and department.</li> </ul>
<b>Management</b>	<ul style="list-style-type: none"> <li>• Maintain appropriate records and to provide relevant accurate and up-to-date information for Sims, registers, etc.</li> <li>• Complete the relevant documentation to assist in the tracking of students.</li> <li>• Track student progress and use information to inform teaching and learning.</li> <li>• Assist the Head of Department / Lead Teacher to identify resource needs and to contribute to the efficient/effective use of physical resources.</li> <li>• Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the students.</li> </ul>
<b>Communication and Liaison</b>	<ul style="list-style-type: none"> <li>• Communicate effectively with the parents / carers of students as appropriate.</li> <li>• Where appropriate, communicate and co-operate with persons or bodies outside the school.</li> <li>• Follow agreed policies for communications in the school.</li> </ul>
<b>Pastoral System</b>	<ul style="list-style-type: none"> <li>• Be a Mentor to an assigned group of students.</li> <li>• Promote the general progress and well-being of individual students and of the Mentor Group as a whole.</li> <li>• Model whole school values and ensure equality for all.</li> <li>• Liaise with the Head of College to ensure the implementation of the school's pastoral system.</li> <li>• Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.</li> <li>• Contribute to the preparation of action plans and progress files and other reports and references.</li> <li>• Alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.</li> <li>• Communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.</li> <li>• Apply the school's behaviour management systems so that effective learning can take place.</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Adhere to the schools expectations and policies regarding safeguarding</li> <li>• Attend regular safeguarding training in line with school</li> </ul>

	<ul style="list-style-type: none"> <li>To be confident in the content of “Keeping Children Safe in Education” part one: “safeguarding information for all staff”</li> </ul>
	Inherent within this job description is the expectation that all aspects of the most recent teacher standards are met in full. Additionally other duties as discussed with the Principal will form part of the job description.
<b>Leadership of People</b>	Learning Support Assistants and Higher Learning Support Assistants (HLTA’s)
<b>Pay Scale</b>	<b>MPS (C1 to C12)</b>
<b>Reviewed</b>	<b>September 2022</b>