



Mellor Community Primary School

JOB DESCRIPTION

Job Title:	Class Teacher		
School:	Mellor Community Primary School		
Reports to:	KS2 Deputy Head and Phase Leader	Grade:	MPS 1 - 6
Term:	Permanent Full-Time	Salary:	£25,714 - £36,961

JOB PURPOSE SUMMARY

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- Meet the expectations set out in the Teachers' Standards

KEY RESPONSIBILITIES

Teaching

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Mark children's work and provide regular feedback opportunities to move learning on
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Present the curriculum in a stimulating and interesting manner, being positive and encouraging to pupils, valuing each child's contribution
- Participate in arrangements for preparing pupils for statutory assessments as appropriate
- Provide high quality remote learning in line with the school's policy should this be required

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes

Health, safety and discipline

- Safeguard and promote the welfare of children, and follow the related school policies and the staff code of conduct.
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

Professional development

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others

Communication

- Communicate effectively with pupils, parents and carers
- Report to parents on the development, progress and attainment of pupils
- Actively nurture home/school relationships

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues
- Participate in meetings which relate to the school's management, curriculum, administration or organisation
- Support initiatives decided by the Headteacher, Deputy Heads and staff

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

Management of staff and resources

- Direct and supervise support staff assigned to them, and where appropriate, other teachers
- Contribute to the professional development of other teachers and support staff where appropriate
- Monitor classroom resources and keep them in a good state of repair; the classroom should be organised and uncluttered, it should be an environment that stimulates children and reflects the work they do.

Other areas of responsibility

- Lead and participate in assemblies
- Undertake playground duties as appropriate

This job description forms part of the contract of employment of the person appointed to this post. It is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager. It may be reviewed and amended in negotiation with employee in the future.

Mellor Community Primary School is committed to safeguarding children and expects all staff and volunteers to share this commitment. We follow safe recruitment practices to protect children and vulnerable adults. Staff are subject to enhanced DBS checks.

Signature of Post Holder: _____

Date: _____

Signature of Headteacher: _____

Date: _____