

PREMIER LEARNING TRUST

JOB DESCRIPTION

Job Title: Mainscale Teacher

Responsible to: CEO/Headteacher

Responsible for: To share in the corporate responsibility for the educational, social development, well being and discipline of all pupils having due regard to the requirements of the National Curriculum, the Primary Strategy, the Trust's/School's aims, objectives and schemes of work, and any policies of the Trust/School.

Duties: The Conditions of Employment for School Teachers specify the general professional duties of all teachers. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner.

Professional Duties:

Teaching

- Contributing to the preparation and development of programmes of study, schemes of work, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements throughout the Trust/School, including school trips, special assemblies, performances and special events
- Planning and preparing lessons in line with Trust/School policies and schemes of work
- Teaching of lessons according to the individual needs of pupils, having high expectations and setting challenging targets
- Promote the inclusion and acceptance of all children within the classroom ensuring equal access to lessons and their content
- Marking work and providing feedback to pupils and parents in line with the Trust's/School's Marking Policy
- Keeping up to date assessments on the development, progress and attainment of pupils and recording and reporting these assessments in line with the School Assessment Policies
- Administering assessment tasks and tests in line with Trust Policy

Other Activities

- To promote the positive ethos and culture of the Trust/School to other staff, governors, parents, children and members of the wider community
- Contribute to and support the overall ethos/work/aims of the Trust
- Be aware of and support pupil differences and ensure that all pupils have equal access to all school opportunities to learn and develop
- To promote the general progress and wellbeing of individual pupils throughout the Trust/School, in line with the Healthy Schools Standards and Action Plan and all relevant Government documentation as changes occur
- To provide advice and guidance to pupils and parents on educational, emotional, behavioural and social matters in line with Trust policies and in consultation with the CEO/Head of School
- Keep records and make reports on the personal and social needs of pupils
- Attend to pupils' personal needs, including help with social, welfare and health matters, including minor first aid

- Communicate and co-operate with other agencies to support the educational, development/general progress and well being of individual pupils and to participate in meetings arranged for any purposes described above
- To inform the CEO/Head of School immediately of any concerns regarding a pupil's welfare
- To communicate and consult with parents of pupils
- To maintain good order and discipline among pupils throughout the Trust/School, in line with the Behaviour Policy
- To safeguard every pupil's health, safety and well being in line with Trust/School policies
- To participate in staff meetings which relate to the curriculum, administration or organisation of the Trust/School, including pastoral arrangements
- To lead assemblies and to attend assemblies, when requested by the CEO/Head of School
- To register pupils at the start of the school day and after the lunch break

Management

- To plan, organise and manage the work of the Teaching Assistant and/or Learning Support Assistant assigned to the class, in order to have a positive impact on pupil progress
- To liaise with the Inclusion Manager and Subject Leaders/Curriculum Manager, in order to have a positive impact on pupil progress

Training and Development

- Review and evaluate the teaching methods and schemes of work
- Participate in training and development activities in school or at other providers in order to improve professional skills and knowledge
- To participate in performance management reviews in line with Trust/School policy

Performance Management

- To analyse pupil achievements and progress using prior and current performance data
- To ensure that individual pupil needs and whole-class trends are identified
- Ensure that clear, concise and challenging pupil progress targets are set for classes or groups taught
- Keep an updated personal portfolio regarding all matters in your Performance Management

To carry out any other duties reasonably requested by the CEO, Head of School or member of the Senior Leadership Team.

The duties may be varied to meet changed circumstances in a manner compatible with the post held.

This job description does not form part of the Contract of Employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out above.

Staff Member _____

Date _____

CEO _____

Date _____