

## **Mill Green School**

**Name:**

**Pay Spine Point: MS+SEN**

**Job Description:** Class Teacher

**Responsible to:** Head Teacher, Senior Leadership Team

**Responsible for:** KS 3, 4, post 16 general class teaching

**Post Objective:** To be an effective member of a Multi-disciplinary team within their subject or by leading class teams in working to achieve the vision and aims of the school.

### **General Provisions:**

- This job description is to be performed in accordance with the provisions of the most recent School Teachers' Pay and Conditions of Employment Document (STPCD) and within the range of teachers duties set out in that document.
- To carry out such duties to the appropriate standard detailed in the Professional standards for teachers.
- To work closely with the Head Teacher and Governors in ensuring that the school's policies are understood and implemented.
- To be responsible to the Head Teacher, or in his absence, the Deputy Head teacher or other Senior Leader.
- To undertake any other duties that may be requested from time to time by the Head Teacher.

The particular duties assigned to this post are set out below. These may be reviewed and amended in consultation with the post holder in the light of any changes / priorities identified within the school

### **Vision of Mill Green School:**

**'Mill Green's uniqueness is our commitment to encourage, celebrate and share every step as a success'.**

### **Aims of Mill Green School:**

We ensure that our 21<sup>st</sup> Century vision for Mill Green School and College is maintained and developed through the following aims:

1. To ensure that everyone matters within our Vision, Aims and throughout our daily life.
2. To provide excellence in teaching and learning, which is engaging, challenging and exciting.
3. To enhance the learners' skills for life by developing their individuality, communication, confidence and ability to make choices in preparation for their future.

4. To work as an outstanding team in partnership with families, carers and professionals within local, national and international communities.
5. To nurture self-esteem, mutual respect and equality of opportunity within a multi-cultural society.
6. To be proactive and vigilant in providing safe, caring environments which stimulate growth, independence, creativity and happiness.
7. To be proactive in promoting a culture of continuous growth of staff expertise keeping the school and college at the forefront of developments.
8. To meet the diverse learning needs of individuals who make up distinct groups in school and college.
9. To embrace the use of interactive technology to support, innovate and extend learning.
10. To continually develop our extended services provision in response to the needs and interests of our learners and the local community.
11. To ensure that all learners can engage in innovative art activities that enrich their lives, develop their creativity, and celebrate their achievements

#### **Subject / Area Responsibility:**

- To co-ordinate the approach to .....**Agreed Subject Area/s**.....throughout the school.
- To be responsible for the review, evaluation and implementation of the school ..... policy.
- In consultation with the Head Teacher, AR&R Co-ordinator and the Leader of Learning, to co-ordinate, monitor and evaluate the delivery of ..... throughout the school.
- To support the assessment and recording of individual learner's progress and evaluation of learning through school and college processes including 14 – 19 accreditation.
- Liaise with Head Teacher to develop and implement the School Development Plan in relation to the subject/area including monitoring and evaluation.
- To prepare an annual action plan with achievable targets which are linked to the School Development Plan where appropriate.
- To prepare an annual spending plan, which is linked to the action plan and School Development Plan for resources.
- To maintain, monitor and audit resources for that subject/area.
- To collate and disseminate relevant materials to colleagues.
- To actively monitor developments in the subject area at national and local level.
- To support and advise colleagues on the delivery of the subject/area and its resources.
- To organise or deliver INSET as appropriate for the subject/area.
- To participate in relevant INSET as co-ordinator for that subject/area.
- To offer support and advice to all members of staff as appropriate including the identification of CPD opportunities.
- To prepare documentation i.e. policies, schemes of work, guidance for staff and if necessary present to governors or other audiences.
- To consult regularly with the Head Teacher and other curriculum leaders.

**Teaching Responsibilities:**

- To specifically and generally teach KS 3, 4, post 16 learners'.
- To have regard for and to personally develop through the national professional teaching standards framework.
- To maintain good order and standards of behaviour while meeting the needs of all learners and to be responsible for their day to day pastoral care and welfare.
- To contribute to the general supervision of all learners within the school and college.
- To plan, prepare and organise work for classes in accordance with school policies and requirements of the National Curriculum, external award schemes and accreditation and the school curriculum.
- To provide experiences and activities for individual's, groups and whole classes appropriate to their needs.
- To monitor, review and assess learner's progress in accordance with national requirements and maintain learner and class records according to school policy.
- To provide and contribute to oral and written assessments and reports relating to individual learners and groups of pupils.
- To liaise with parents on a day to day basis and participate in organised consultation meetings.
- To participate in the agreed policy and procedure for performance management.
- To contribute to meetings, discussions and management systems necessary to co-ordinate the work of the school as a whole.
- To develop positive relationships with staff and learners presenting a positive role model.
- To work with colleagues and other agencies to provide the best possible educational provision.
- To lead class teams in delivering the curriculum and providing pastoral care.
- To take an active role in school based and external professional development.
- To ensure the Vision and Aims of the school are an integral part of the work within the classroom.

**To participate in as directed by the Head Teacher:**

- Staff meetings.
- Multi-disciplinary meetings.
- Education, Health and Care Plan process.
- Parent's evenings.
- Senior management team meetings.
- Governor's meetings.
- LA or other agency meetings/briefings

**General responsibilities:**

**All** teachers at Mill Green School are expected to take responsibility for the following:

- To be aware of and implement all school policies and practices.
- To be fully aware and comply with all of the schools Safeguarding policies and practices.
- To be fully aware and comply with the schools Behaviour policy and practices.
- To be fully aware and comply with all of the schools Health and Safety policies and practices.
- To be fully aware and comply with the schools comprehensive Equality and Diversity Policy.
- To be fully aware and adhere to all principles and practices as set out in the school Handbook.
- Work collaboratively with all colleagues including support, therapy and peripatetic staff.
- Expect and encourage high standards of behaviour.
- Communicate and work with parents.
- Communicate and work within the local community.
- To actively pursue their own professional development.
- To participate in whole school initiatives and developments.
- Any other duties as directed by the Head Teacher, commensurate with the grade of the post and the relevant School Teachers Pay and Conditions of Employment Document.

**Signatures:**

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements.

**SIGNED**

..... (Teacher)

DATE.....

.....(Head Teacher)

DATE.....