



Inspiring Excellence | Empowering Futures

## **GREAT LEARNERS TRUST**

### **JOB DESCRIPTION**

#### **MAIN SCALE TEACHER**

Conditions of Employment are given in the School Teachers' Pay and Conditions of Employment Document 2018 (available on the DFE Website). Staff must ensure that they take care of their own health and safety and that of other persons who may be affected by their acts or omissions.

#### **MAIN SCALE TEACHER**

To take overall responsibility for a class of children as designated by the Head Teacher. This will include registration and other administration matters relating to the class. This overall responsibility will include:

#### **TEACHING**

- Planning and preparing lessons and courses.
- Teaching pupils according to their educational needs including the setting and marking of work to be carried out by the pupils in school and elsewhere.
- Assessing, recording and reporting on the development, progress and attainment of pupils.
- To use available assessment data in order to identify gaps in attainment for vulnerable groups including Pupil Premium children and to take action in order to close the gaps.

#### **OTHER DUTIES**

- Promoting the general progress and well-being of individual pupils and of any other class or group of pupils assigned.
- Providing guidance and advice to pupils on educational and social matters.
- Making records of and reports on the personal and social needs of pupils.
- Communicating and consulting with parents of pupils.
- Communicating and consulting with persons or bodies outside the school and participating in meetings arranged for any of the purposes described.
- Providing or contributing to oral and written assessment reports and references relating to individual pupils and groups of pupils.
- Participating in arrangements made for Performance Management.
- Reviewing from time to time methods of teaching and programmes of work and participating in arrangements for further training and professional development as a teacher.

- Advising and co-operating with the Head Teacher and other teachers on the preparation and development of courses, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.
- Maintaining good order and discipline among pupils and safeguarding their health and safety both when they are authorised to be on school premises and engaged in school activities elsewhere.
- Participating in school meetings which relate to the curriculum, administration or organisation of the school.
- Supervising and, as far as practicable, teaching any pupils whose teacher is not available to teach.

#### **ADDITIONAL RESPONSIBILITIES**

**.....(Curriculum Area) ..... CO-ORDINATOR**

- To be responsible, under the guidance and direction of the Head Teacher, for the development of ..... throughout the school.
- To organise and manage resources which relate to .....
- To keep the ..... policy up to date.
- To monitor and evaluate the delivery of ..... across the school.
- To liaise with colleagues, keep up to date with current thinking and share with staff all significant developments in .....

**Signed** .....

**Date** .....