



## **JOB DESCRIPTION: MPS TEACHER**

<b>Post Title:</b>	<b>MPS TEACHER</b>
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>To monitor and support the overall progress and development of students as a teacher.</li> <li>To facilitate and encourage a learning experience which provides students with the opportunity to achieve their personal excellence.</li> <li>To contribute to raising standards of student achievement and attainment.</li> <li>To promote actively the school’s corporate policies by engaging in teamwork in pursuit of the school’s goal of corporate excellence</li> </ul>
<b>Reporting to:</b>	Head of Department/Head of Faculty
<b>Responsible for:</b>	The provision of a full learning experience and support for students.
<b>Liaising with:</b>	Head/Deputies, teaching/support staff LA representatives external agencies and parents.
<b>Disclosure level</b>	Enhanced
<b>Working Time</b>	195 days per year. Full Time
<b>MAIN (CORE) DUTIES</b>	
<b>Operational/ Strategic Planning</b>	<ul style="list-style-type: none"> <li>To assist in the development of appropriate specifications (syllabuses), resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Department.</li> <li>To contribute to the Curriculum area taught in, and the department’s development plan and its implementation.</li> <li>To plan and prepare courses and lessons.</li> <li>To contribute to the whole school’s planning activities.</li> </ul>
<b>Curriculum Provision:</b>	To assist the Head of Department, HOF and SLMT to ensure that the curriculum area provides a range of teaching which complements the school’s aims.
<b>Curriculum Development:</b>	To 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 Statement and aims.
<b>Staffing Staff Development:</b>	<ul style="list-style-type: none"> <li>To take part in the school’s staff development programme by participating in arrangements for further training and professional development.</li> <li>To continue professional development, including subject knowledge and teaching methods.</li> <li>To engage actively in the Performance Management Review process.</li> </ul>
<b>Quality Assurance:</b>	<ul style="list-style-type: none"> <li>To help to implement school quality procedures and to adhere to those.</li> <li>To contribute to the process of monitoring and evaluation of the curriculum area/department. To seek/implement modification and improvement where required.</li> <li>To regularly reflect and evaluate methods of teaching and programmes of study.</li> <li>To 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.</li> </ul>
<b>Management Information:</b>	<ul style="list-style-type: none"> <li>To maintain appropriate records and to provide relevant accurate and up-to-date information for Management Information Systems (MIS), registers, etc.</li> <li>To complete the relevant documentation to assist in the tracking of students.</li> <li>To track student progress and use information to inform teaching and learning.</li> </ul>
<b>Communications :</b>	<ul style="list-style-type: none"> <li>To communicate effectively and professionally with the parents of students as appropriate.</li> <li>Where appropriate, to communicate and co-operate with external agencies.</li> <li>To follow agreed policies for communications in the school.</li> </ul>
<b>Management of Resources:</b>	<ul style="list-style-type: none"> <li>To contribute to the process of the ordering and allocation of equipment and materials.</li> <li>To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources.</li> <li>To 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>Marketing and Liaison:</b>	<ul style="list-style-type: none"> <li>To take part in marketing and liaison activities such as Open Evenings Parents Evenings, Review days and liaison events with partner schools.</li> </ul>
<b>Teaching:</b>	<ul style="list-style-type: none"> <li>To teach, students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.</li> <li>To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.</li> <li>To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.</li> <li>To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students</li> <li>To undertake a designated programme of teaching 1:1 and small group intervention as required.</li> <li>To ensure a high quality learning experience for students which meets both internal and external quality standards, and provides a stimulating environment throughout.</li> <li>To prepare and update subject materials.</li> <li>To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the course.</li> <li>To apply the Behaviour for Learning policy so that effective learning can take place, and to encourage good practice with regard to punctuality, standards of work and homework.</li> <li>To undertake assessment of students as requested by external examination bodies, departmental and school procedures.</li> <li>To mark, grade and give written/verbal and diagnostic feedback as required.</li> </ul>
<b>Pastoral System:</b>	<ul style="list-style-type: none"> <li>To be a Personal Learning Guide to an assigned group of students. To promote the general progress and well-being of individual students and of the Personal Learning Guide Group as a whole.</li> <li>To liaise with a Pastoral Leader to ensure the implementation of the school's Pastoral System.</li> <li>To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.</li> <li>To evaluate and monitor the progress of students and keep up-to-date student records as may be required.</li> <li>To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.</li> <li>To 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> </ul>
<b>Other Specific Duties:</b>	
<ul style="list-style-type: none"> <li>To play a full part in the life of the school community, to support its distinctive mission statement and ethos and to encourage staff and students to follow this example.</li> <li>To support the school in meeting its legal requirements for worship.</li> <li>To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate.</li> <li>To undertake any other duty as specified by the latest STPCD not mentioned in the above.</li> </ul>	
<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p>	
<p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p>	
<p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p>	
<p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p>	
<p><b>This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title</b></p>	
<b>Date Feb 2012</b>	Headteacher