** Green Lane School**

**JOB DESCRIPTION**

**Post**: Teacher

**Responsible to:**  Headteacher, Deputy Headteacher or Key Stage Leader

**Scale**: MPS 1-6 + SEN 1

**Status:** Permanent

**Core Purpose**

* To ensure that each pupil that they teach makes progress.
* To ensure the welfare / health and safety of all pupils in school, contributing to records / monitoring as appropriate.
* To observe (without exception) school, LA and general procedures and regulations / laws in respect of health and safety.
* To safeguard all pupils and protect them from harm.
* To foster a clean and tidy environment, leading by example.

1. To contribute to good order, encourage and promote acceptable standards of behaviour, dress, hygiene, punctuality, tidiness, work habits, attendance, etc. of all pupils.
2. To intercede and prevent any unacceptable behaviour by any pupils around the school.

* To actively seek areas in which pupils can succeed and be praised in order to build up self-esteem and self-confidence;

**Specific Responsibilities**:

1. **Strategic Direction and Development**

* To support the development and maintenance of school policies and practices that promotes high achievement and inclusion through an appropriate curriculum.
* To support the development and maintenance of school policies and practices that promotes student welfare, safeguarding and anti-bullying.
* To support the commitment to the raising of standards for all pupils.
* To contribute to the school’s Improvement Plan and the cycle of self-review / school improvement.
* To work as a member of a key stage/pathway team, to constantly challenge the status quo and seek, through innovation and creative thinking, continuous school improvement which raises achievement and provides quality learning opportunities for all pupils.
* To assist in the promotion of positive pupil behaviour by consistently operating the school’s rewards and sanctions and working with the head of their key stage and the behaviour lead.

1. **Teaching and Learning**
2. To produce and circulate planning documentation to their class team in the first instance.
3. To ensure that the aims, objectives, practice and outcomes are based on pupils’ needs and national guidelines (for example, attainment targets, key stages, programmes of study and assessment arrangements), promoting continuity and progression, and regularly conducting evaluations.
4. To monitor and evaluate the quality of their teaching, securing high standards, and being a positive role model.

* To be able to demonstrate that pupils’ work is of a high standard, and is marked effectively.
* To ensure that materials/resources are of a high standard (and are maintained properly) and take account of individual pupils’ needs, aptitudes, conceptual and attainment levels.
* To inform other staff members of any factors, temporary or permanent, which have a bearing on their teaching of a particular child.
* To ensure that all pupils can access work at an appropriate level by adapting the work presented to them.
* To ensure that pupils within the class receive a quality, sensory based experience, if appropriate.

1. **Leadership and Management**

* To play a full part in staff, key stage team meetings and pathway meetings and advise Key Stage leads of any issues relating to the responsibilities of the post.
* To manage the teaching assistants working alongside them and to provide effective support, guidance, challenge and information for all staff within their area of responsibility.
* To lead and manage an additional curricular area should the need arise.

1. To identify and publicise good practice within the school.
2. To stay abreast of current developments by reading, attending meetings and courses and having a pro-active interest in their own professional development.
3. **Efficient and Effective Deployment of Staff Resources**

* Ensure a safe working and learning environment through application of appropriate risk assessments and adherence to current Health and Safety regulations.
* Ensure educational visits take place safely, effectively and efficiently through application of appropriate risk assessment and adherence to current health and safety regulations.
* Ensure their 'class team' are seen as approachable, sympathetic and trusted adults.
* Ensure the 'class team' consider a pupil’s medical and health factors/conditions, encouraging good practice (for example, at a simple level, the wearing of glasses).

1. **Other Duties**

* Communicating, including informing the Headteacher (or appropriate person/personnel) any concerns about any pupil in their care.
* The post holder will be subject to performance objectives agreed annually.
* The post holder is expected to carry out such other duties as may reasonably be assigned by the Head of Headteacher / Deputy Headteacher / Key Stage/Pathway Leader
* The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**