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## **Manchester City Council**

### **Job Description**

#### **Teacher Main Scale**

The post holder will report to the phase leader. Apart from other colleagues in the school, the main contacts of the job are: Head Teacher, other teaching staff, support staff and pupils.

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#### **Main Purpose of the Job:**

To teach a class of pupils, ensuring that planning, preparation, recording, assessment and reporting meet their varying learning and social needs.

To maintain the positive ethos and core values of the school, both inside and outside the classroom

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#### **Main Duties.**

- Teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs;
- Maintain the positive ethos and core values of the school, both inside and outside the classroom;
- Contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors;
- To keep up to date with the latest educational thinking at international, national, regional and local levels so to contribute to realistic school development;
- Ensure that the current national conditions of employment for schoolteachers are met in accordance with the relevant paragraphs of the current 'School Teachers Pay and Conditions Document'.

#### **Other Duties:**

The Class Teacher will:

- Implement agreed school policies and guidelines with special reference to teaching and learning;
- Support initiatives decided by the Headteacher, staff and governors;
- Plan appropriately to meet the needs of all pupils, through differentiation of tasks;
- Be able to set clear targets, based on prior attainment, for pupils' learning including those with additional needs;
- Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils;
- Keep appropriate and efficient records, integrating formative and summative assessment into short and medium term planning;
- Report to parents on the development, progress and attainment of pupils;

- Attend and participate in open/parent evenings;
- Maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy;
- Participate in meetings which relate to the school's management, curriculum, administration or organisation;
- Communicate and co-operate with specialists from outside agencies;
- Lead, organise and direct support staff within the classroom;
- Participate in Continuing Professional Development;
- Participate in the performance management system for the appraisal of their own performance, or that of other teachers.
- To develop and co-ordinate a subject throughout the school in line with school cycles and school development plan
- Actively develop a partnership with parents, other schools, the local community and businesses

### **General Duties and Other Responsibilities:**

- To comply with all health and safety requirements for school and self through local authority and school advice and policies.
- To be aware of child protection issues and the need for confidentiality (need to know basis).
- To identify to the class teacher and or the named child protection colleague in school concerns in respect of individual children.
- To supervise and monitor learners behaviour and conduct both in lessons and in the playground as part of the school duty of care, pastoral and welfare support.
- Upper Pay Scale Teachers will be expected to lead by example demonstrate and sustain exemplary practice within their own classroom and at whole school level at all times.
- Any such further reasonable direction to you, not covered above will be the responsibility of the Headteacher or their delegated authority.

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Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.

**We are fully committed to safeguarding and promoting the welfare of children, younger learners and vulnerable adults and we expect all staff and volunteers to share the same commitment. The above post will be subject to enhanced DBS checks, satisfactory references and will be exempt from the provisions of the Rehabilitation of Offenders Act 1974. Applicants can be disqualified by association, from working with children under 8, if anyone in the household has committed certain offences.**

## PERSON SPECIFICATION: TEACHER

Attributes	Source of evidence A=Application Form I = Interview R = Reference	Essential (E) Desirable (D)
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• A degree or relevant qualification</li> <li>• Evidence of continuing professional development</li> </ul>	A A A	E E D
<b>Experience</b> <ul style="list-style-type: none"> <li>• Experience of teaching</li> </ul>	A,I,R	E
<b>Knowledge</b> <ul style="list-style-type: none"> <li>• The theory and practice of providing effectively for the individual needs of the children (e.g. effective classroom organisation and learning and teaching styles);</li> <li>• Current education issues and developments including New Primary Curriculum;</li> <li>• Statutory National Curriculum requirements at all primary key stages;</li> <li>• The desire to lead an area of the curriculum;</li> <li>• The monitoring, assessment, recording and reporting of pupil progress;</li> <li>• The statutory requirements of legislation concerning Equal Opportunities, Health &amp; Safety, SEND and Child Protection.</li> <li>• The positive links necessary within school and with all its stakeholders.</li> </ul>	A,I,R  A, I A,I A,I,R A,I,R A,I A,I,R	E  E E E E E E
<b>Skills and Abilities</b> <ul style="list-style-type: none"> <li>• A highly motivated team member who is approachable and promotes positive relationships.</li> <li>• An exemplary classroom practitioner who creates a happy, challenging and effective learning environment;</li> <li>• Positive behaviour management;</li> <li>• Ability to promote the school's aims positively, and use effective strategies to monitor motivation and morale;</li> <li>• Understanding of the role played by parents, governors and the community in children's learning;</li> <li>• Ability to communicate well orally and in writing to a wide range of audiences.</li> </ul>	A,I,R A,I,R A,I,R A,I,R A,I A,I	E E E E E E
<b>Other</b> <ul style="list-style-type: none"> <li>• Enthusiastic, have an enjoyment of working with children;</li> <li>• Organised and able to manage competing demands and meet targets;</li> <li>• Flexible approach to school life with a good sense of humour.</li> </ul>	A,I R A,I,R A,I,R	E E E