



## JOB DESCRIPTION

---

### RESPONSIBILITIES OF ALL STAFF

- To support the whole school vision, values and expectations
- To act upon the duties and responsibilities arising from the Children Act 2004, 'Working Together to Safeguard Children' and 'Keeping Children Safe in Education'
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- To demonstrate commitment to Equal Opportunities
- To show commitment to whole school expectations 'Ready Respectful Safe' as outlined in the Code of Conduct
- To show commitment to the School Growth Plan priorities by attending meetings or training as required
- To participate in the appraisal process and work towards annual Professional Growth Plan targets
- Make a positive contribution to the wider life and ethos of the school
- To carry out duties associated with the role which are reasonably assigned by the headteacher

### RESPONSIBILITIES OF TEACHERS

#### Teaching

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record progress and achievements of assigned students, making accurate and productive use of assessment
- To be aware of students special needs and their EHCP outcomes and report on these as part of the annual review process
- Adapt teaching to respond to the strengths and needs of students
- Set high expectations which inspire, motivate and challenge students
- Promote good progress and outcomes by students
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing students for both internal and external accreditation
- Work with others on curriculum and student development to secure co-ordinated outcomes

#### Pastoral

- Support all students in fulfilling the school expectations 'Ready - Respectful - Safe'
- Promote the safety and wellbeing of students
- Maintain good order and discipline among students, managing behaviour effectively to ensure a good and safe learning environment
- Participate in CPI Safety Intervention training and show commitment to upholding these principles

- Support the personal development of designated students by being a tutor or working with a group designated by the Pastoral Team
- Contribute to the EHCP annual review process as a tutor or pastoral link
- Communicate effectively with students and their families

### **Working with colleagues and other relevant professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Direct and supervise support staff assigned to them, and where appropriate, other teachers
- Develop effective professional relationships with colleagues

### **Personal and professional conduct**

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities