**Line Manager: Head of Primary/Deputy Head of Primary**

**Job purpose**

To ensure high quality teaching and the highest standards of care, learning and achievement for all designated students. Ensuring students' dignity when supporting them with personal care.

The list of accountabilities and duties in this job description should not be regarded as exclusive or exhaustive. Please note that, in consultation with an employee, the school reserves the right to update their job profile to reflect changes in, or to, their post.

**Key accountabilities**

* To actively promote the school’s Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place
* To maintain awareness of and commitment to the School’s Equal Opportunity Policies in relation to both employment and service delivery
* To fully comply with the Health and Safety at Work Act 1974 etc, the School’s Health and Safety Policy and all locally agreed safe methods of work
* At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above

**Specific duties**

* Plan and deliver high quality lessons across assigned sections of the school
* Develop assigned schemes of work
* Contribute to assemblies and other gathering
* Act as a tutor or pastoral lead for a group of students
* Contribute to the quality assurance of all aspects of the work within a team or subject area
* Have an overview of patterns of achievement for assigned groups of students through SISRA or other data analysis tools and work with subject or phase leaders and others to provide timely intervention
* Participate within school wide systems such as termly data collection, appraisal, CPD (Continuing Professional Development), quality assurance
* Carry out personal care when appropriate and ensure the dignity of the student is maintained at all times
* Develop parental engagement
* Attend meetings as directed
* Contribute to transition work between phases
* Support and contribute to the school reward systems
* Meet internal and external deadlines
* Oversee relevant cost centres and always ensure that the school secures “best value”
* Contribute to the development of Mayfield’s vision as expressed in the latest version of the Staff Handbook
* Liaise with teams to provide co-ordinated support for assigned students
* Contribute to individual educational plans, and case conferences as required
* Actively encourage the development of positive relationships and promote confidence in care and education of students with parents/carers, reporting their concerns to designated employees
* Run extra-curricular activities
* To undertake a maximum teaching commitment of 90% FTE with a further reduction of 10% for ECTs (Early Career Teacher). This load is pro-rata for part time employees

**Data Protection**

Employees will be responsible for ensuring that workplace responsibilities within the school are carried out in compliance with the requirements of the Data Protection Act and the Employment Practices Data Protection Code, especially concerning confidentiality, treatment of personal information and records management.

**Health & Safety**

To ensure an effective and safe environment that promotes the welfare of children and employees, will take responsibility to be aware of the risks in the work environment and their potential impact on their own work and that of others. Employees should familiarise themself with the School’s Health and Safety policies.

Employees are required to ensure the safety and safeguarding of primary students who have personal care carried out.

**Equality and Inclusion**

The school believes that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. We are committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation. The school has a number of policies to support this commitment that employees should ensure they are familiar with and compliant to.

**Sustainability and Environment**

Mayfield School is committed to sustainable development and environmental initiatives.  It accepts its environmental responsibilities and recognises the contributions it can make to the resolution of global, regional, and local environmental issues.  Employees are required to support these aims.

**Safer Recruitment/DBS**

The Trust and Portsmouth Local Authority are committed to safeguarding and promoting the welfare of children, and young people, and expect all employees and volunteers to share this commitment. DBS Disclosure at Enhanced level will be required and must be maintained as satisfactory during employment. It is the responsibility of the employee as part of their role to notify HR and their Line Manager is they have any convictions or cautions of any type during their employment without delay.