

CLASS TEACHER JOB DESCRIPTION

Line Manager:

Job purpose

To ensure high quality teaching and the highest standards of care, learning and achievement for all designated students.

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
- 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 themselves with the School's Health and Safety policies.

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. Any breaches may lead to termination of employment.

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.

Right to Work

British and European Law states that a person cannot be employed to this post if they do not have permission to live and work in the UK.

Safer Recruitment:

Mayfield School is committed to safeguarding and promoting the welfare of children and young people and expect all employees to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

In line with 'Keeping Children Safe in Education,' the school will carry out an online search as part of our due diligence on shortlisted candidates. This may help to identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with the applicant at interview.

New employees will be required to apply for Disclosure Service certification as part of the school's employee recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at www.gov.uk/dbs. Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1075, applicants for teaching posts are among those who are not entitled to withhold information about any previous criminal conviction.

Safer Recruitment/DBS

Mayfield School 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.