

Millfield First & Nursery School



Job Description

Job Role	Teacher
Location	Millfield First & Nursery School, Monks Walk, Buntingford, Hertfordshire, SG9 9DT
Hours	Full time
Reporting to	Headteacher and allocated Line Manager
Pay grade	MPS, including NQTs

Employment Duties

Millfield First & Nursery School welcomes teachers of high professional standard and shares the responsibility with each teacher for continual review and the development of expertise. All teachers make a valuable contribution to the school's development and, therefore, to the progress of all children. All teachers, except those who are newly qualified, will have a lead responsibility for an area across the whole School and will be supported in that role by their Faculty and line manager. Teachers in the Upper Pay Scale can be expected to make a particular contribution to the whole school community and the development of the practice of others, in line with the statutory requirement to meet Career Stage Expectation threshold standards.

This job description is to be performed in accordance with the School Teachers' Pay and Conditions Document.

Responsibilities

Core Areas of Responsibilities:

- You are required to teach children within the Primary age range. You are responsible for the education and welfare of a designated class of children in accordance with the requirements of the Conditions of Employment of School Teachers, having due regard to the National Curriculum, the School's aims, objectives and schemes of work, and all policies of the School. You share in the corporate responsibility for the well-being and discipline of all children throughout the school.
- You are required to carry out the duties of a school teacher as set out in the School Teachers Pay and Conditions of Service, revised annually.

Particular Responsibilities:

In addition to carrying out the professional duties of a teacher in line with the Teachers' Standards, the particular responsibilities attached to the post of class teacher are as follows:

- To plan, prepare, organise, monitor and evaluate programmes of work and methods of record keeping, taking account of DfE policies (including National Curriculum and Early Learning Goals) and the school's own shared policies and approach to areas of curriculum and school life generally.
- To provide an exciting, challenging, welcoming, secure and varied learning environment, both inside and outside, with opportunities to engage in individual and group problem-solving wherever appropriate, in a cross-curricular way, using a variety of teaching approaches and activities to suit learner's different learning styles.
- To teach the children according to their individual educational and developmental needs through a highly inclusive and engaging curriculum.
- To have regard for children with learning difficulties, working closely with the school's Inclusion Co-Ordinator and Designated Senior Person for child protection.
- To write and implement personalised learning plans and Individual Risk Reduction Plans where necessary.
- To promote British Values and cultural diversity, as well as have a good awareness of the school's cultural capital.

- To assess and report on the development, progress and attainment of learners (as school policy).
- To support and promote continuity and experience in learning.
- To communicate and consult with learners, parents, families and guardians and to involve them in children's learning.
- To be responsible for the welfare of the children in your own class in particular and the whole school generally.
- To encourage children to be self-motivated and take a pride in themselves, their achievements, and those of their peers.
- To support the school's Behaviour and Anti-Bullying Policy at all times.
- To be familiar with new initiatives.
- To ensure files and records are available at all times in school and submitted for monitoring when required.
- To work as part of a cohesive team (which includes teaching and non-teaching staff, all leaders in the school, professional agencies, Governors, parents and wider community).
- To direct and monitor the work of other adults within the classroom team.
- To ensure all policies and protocol are followed.
- To be aware of and act on agreed aims and key objectives from our School Development Plan.
- To keep a tidy and well-organised classroom environment.
- To take responsibility for an area of school development (not NQT) and to share in the development of the curriculum policies and practices.
- To welcome Governors and other visitors to the school and into your classroom.
- To ensure that your physical areas of responsibility are well cared for, and well maintained.
- To take part in regular INSET days.
- To take part in Performance Appraisal Reviews according to school policy.
- To carry out any other reasonable duties which may be required by the Headteacher or any member of the senior leadership team or wider leadership team.
- To ensure GDPR awareness and practice.

Teaching Commitment:

- To work within the framework of national legislation, in accordance with the provisions of the School Teachers Pay and Conditions
- Document and with locally agreed conditions of employment. The duties & responsibilities in this job description should be supplemented by those accountabilities, roles & responsibilities common to all classroom teachers, as set out in the above document.
- In addition, the post is subject to compliance with:
 1. School policies & guidelines on the curriculum and school organisation
 2. National Standards for Qualified Teachers
 3. SEND Code of Practice

Class Teachers will be entitled to:

- A minimum of 10% release time for Planning, Preparation and Assessment.
- Access to training and staff development according to personal development needs and the needs of the School.
- Five days of high quality whole-school INSET.
- Annual Performance Appraisal and review/s.
- Support in his/her role from the Headteacher, SLT, colleagues and the Governing Body.
- Opportunities, support and encouragement to undertake further Professional Development.
- Support for well-being.

Person Specification

Qualification(s)/Knowledge and Skills

GCSEs (or equivalent) at grades 9 to 4 (A* to C) in English, maths and science
Degree or equivalent
Passes in numeracy and literacy skills tests
Qualified teacher status (QTS)
Enhanced background checks by the Disclosure and Barring Service (DBS)
Some school experience to support your application
The ability to inspire and motivate young children
Good organisational and planning skills
The patience and dedication to manage classes and deal with challenging behaviour
Good communication and interpersonal abilities
A creative imagination

Personal Qualities

The successful candidate **will have:**

- Excellent verbal and written communication skills.
- Excellent time management and organisation skills.
- A flexible approach towards working practices.
- High expectations of self and a desire to maintain professional standards.
- The ability to work as both part of a team and independently.
- The ability to maintain successful working relationships with colleagues.
- High levels of drive, energy and integrity.
- A commitment to equal opportunities and empowering others.
- An understanding that individuals may have fundamental differences, and the ability to adapt plans to accommodate for these.
- A commitment to supporting others.
- An excellent understanding of confidentiality.
- An understanding of child development and how adverse events can impact progress.

The successful candidate **will be:**

- Committed to promoting high quality support for children.
- Dedicated to their professional development.
- Committed to contributing to the wider school and its community.
- Capable of successfully prioritising work.
- A good team player with the ability to also work using their own initiative.
- A creative thinker who is committed to developing pastoral support to meet children's needs.
- A sensitive and understanding person.

This job description will be reviewed appropriately and may be amended at any time following discussion between the Headteacher and member of staff.

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably requested, allocated or delegated to them by the Headteacher.

Job Description agreement

Role:	Signature:	Date:
Teacher		
Headteacher		