

Pickwick Academy Trust



SCHOOL: Pickwick Academy Trust

SALARY: QUALIFIED TEACHER (MPG)

DUTIES: All duties carried out by Qualified Teachers at this school

JOB DESCRIPTION:

1. The professional duties should include:
 - (i) planning and preparing learning materials for their class
 - (ii) planning in partnership with the year group colleagues that encompass the requirements of the school's Curriculum Framework and National Curriculum.
2. To maintain the school's agreed records.
3. To promote general progress and well-being of individuals with reference to:
 - (i) equal opportunities and special needs
 - (ii) classroom discipline and organisation
 - (iii) good relationships with parents/children
4. To conform to Health and Safety Regulation and to have a caring approach to the well-being of all children both in the classroom and in the public areas of the school.
5. To participate in playground supervision according to the timetable.
6. To keep accurate registers of attendance.
7. To participate in meetings which relate to the curriculum, administration, organisation and pastoral arrangements of the school.
8. To display children's work both in the classrooms and general areas within the school.

9. To use the weekly 10% Planning, Preparation and Assessment time effectively.
10. To attend school assembly when required.
11. To support wholeheartedly the school ethos of a caring, supporting community.
12. To be a subject leader (not NQT's) and promote the subject across the school.
13. To monitor your own work-life balance and workload carefully. To raise any issues or concerns directly with your line manager.
14. To carry out any other relevant duties related to the general welfare of the children and organisation of the school as requested by the Headteacher.
15. To include any other duties as outlined in the School Teacher's Pay and Conditions document 2013. Attention is drawn to Schedule 3 Teacher's Pay and Conditions document 2011 and any future updates. Attention is particularly drawn to Section 35 (Professional duties). Also Section 36 (working time), sub-paragraphs 1 and 2.

Pickwick Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Curriculum Responsibility: Dependent on experience

Immediate Line Manager: to be confirmed.

Signature:

Date:

Signature:

Date

No alteration will be made to this job description without consultation with the post holder.