



## **JOB DESCRIPTION – MAIN SCALE TEACHER**

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

1. Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this / her does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job description.
2. Officers should not refuse to undertake work, which is not specified on this / her form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
3. Bradford is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment and access to the Council Services.
4. The Council is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

### **PRIME OBJECTIVES OF THE POST:**

To work in a team of teachers, fostering positive attitudes towards life and learning and providing an appropriate ethos and curriculum.

### **SUPERVISORY / MANAGERIAL RESPONSIBILITIES:**

To have responsibility for the emotional and educational welfare of a class group.

### **SUPERVISION AND GUIDANCE:**

Responsible to the Headteacher. The post will involve regular meetings and participation in discussions with particular responsibility to team co-ordinator.

### **RESPONSIBILITY FOR ASSETS, MATERIALS ETC:**

Correct provisions, use, storage of teaching materials and equipment.

### **PRINCIPAL RESPONSIBILITY:**

#### **Key Tasks**

1. Plan and prepare in order to teach, according to educational needs, children assigned to them
2. Assess record and report on the development, (intellectual, social, emotional and behavioural) progress and attainment of children.
3. To provide a stimulating and challenging learning environment for children.
4. Promote the general progress and well-being of all individual children within school.
5. Participate in performance management.
6. Participate in professional development.
7. To have knowledge of and implement all school policies.
8. Maintain good order and discipline and safeguard children's health and safety when concerned with both in and out of school activities.
9. Participate in team meetings where appropriate.
10. Participate in national and school assessment procedures.

11. Ensure teaching areas are tidy and a good ethos is maintained with regard to the control of storage, display and use of teaching materials, resources, and books from classroom and central resources.
12. To encourage parental interest and involvement within school guidelines.
13. To supervise and support the work of ancillary/support staff as required.
14. To work within the school philosophy.

### **Specific responsibilities**

- To be the linked teacher for a subject formulating policies to support the development of this curriculum area across school.
- To co-ordinate a subject throughout the school
  - encouraging and evaluating the provision of the subject curriculum
  - evaluating pupil progress and standards achieved in the subject
  - developing and maintaining resources within an allocated budget
  - keeping up with new developments and developing your knowledge and skills in this area.
  - Encouraging the teaching of Literacy and Numeracy through the subject
  - Acting in an advisory capacity to other members of staff

### **ADDITIONAL RESPONSIBILITIES:**

1. Providing guidance and advice to pupils on educational and social matters.
2. Making records of and reports on the personal and social needs of pupils.
3. Communicating and consulting with the parents of pupils.
4. Participating in meetings arranged for any of the purposes described above.
5. Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.
6. Reviewing from time to time his / her methods of teaching and programmes of work.
7. Participating in arrangements for his / her further training and professional development as a teacher including undertaking training and professional development which aim to meet needs identified in appraisal objectives or in appraisal statements.
8. To provide information, objective advice and support to the Governing body to enable it to meet its responsibilities for securing effective.
9. Contribute to the creation and development of an organisation in which all staff recognise that they are accountable for the success of the school
10. Contribute to the presentation of regular performance reports to Governors, LEA, DFE and OFSTED
11. Contribute to the establishment and monitoring of systems which keep parents well-informed about pupil achievements and progress

### **DISCIPLINE, HEALTH AND SAFETY**

Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

### **STAFF MEETINGS**

Participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

### **COVER**

To supervise and teach any pupils whose teacher is not available to teach them.

## **PUBLIC EXAMINATIONS**

Participating in arrangements for preparing pupils for public examinations, in assessing pupils for the purposes of such examinations and recording and reporting such assessments, and participating in arrangements for pupils' presentation for and supervision during such examinations.

## **ADMINISTRATION**

1. Participating in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for the teachers in the school.
2. Attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.

## **WORKING TIME**

1. Such a teacher shall be available to perform such duties at such times and such places as may be specified by the Headteacher for 1265 hours in any school year, those hours to be allocated reasonably throughout those days in the school year on which he is required to be available for work.
2. Time spent in travelling to or from the place of work shall not count against the 1265 hours.
3. Such a teacher shall not be required under his / her contract as a teacher to undertake midday supervision, and shall be allowed a break of reasonable length either between school sessions or at lunch time.
4. Such a teacher shall, in addition to the requirements, work such reasonable additional hours as may be needed to enable him to discharge effectively his / her professional duties. The amount of time required for this purpose at which duties shall be performed shall not be defined by the employer.



**POST TITLE : MAIN SCALE TEACHER  
FULFILS PROFESSIONAL STANDARDS FOR TEACHERS**

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>KNOWLEDGE &amp; UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>• Have detailed knowledge of the relevant aspects of the pupils' National Curriculum and other statutory requirements.</li> <li>• Understand pupil progression in the National Curriculum across the Primary age range.</li> <li>• Cope securely with subject-related questions which pupils raise and know about pupils' common misconceptions and mistakes.</li> </ul>	Working in a multicultural environment.	Application form and interview
<b>PLANNING &amp; SETTING EXPECTATIONS</b>	<ul style="list-style-type: none"> <li>• Identify clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the pupils being taught.</li> <li>• Set appropriate and demanding expectations for pupils' learning and motivation. Set clear targets for pupils' learning and motivation - building on prior attainment.</li> <li>• Identify pupils who have special educational needs, and know where to get help in order to give positive and targeted support. Implement and keep records on Individual Education Plans (IEPs).</li> </ul>		Interview
<b>EQUALITY</b>	<ul style="list-style-type: none"> <li>• Candidates should indicate an acceptance of, and commitment to, the principles underlying the Council's Equal Rights policies and practices.</li> </ul>		Application form and interview
<b>TEACHING &amp; MANAGING PUPIL LEARNING</b>	<ul style="list-style-type: none"> <li>• Ensure highly effective teaching of whole classes, groups and individuals so that teaching objectives are met, momentum and challenge are maintained, and best use is made of teaching time.</li> <li>• Set high expectations for pupils' learning and</li> </ul>		Interview

	<p>behaviour, establishing and maintaining a good standard of learning and discipline through well-focused teaching and through positive and productive relationships.</p> <ul style="list-style-type: none"> <li>• Use teaching methods which keep pupils engaged, including stimulating pupils' intellectual curiosity, effective questioning and response, clear presentation and good use of resources.</li> </ul>		
<b>Assessment &amp; Evaluation</b>	<ul style="list-style-type: none"> <li>• Assess how well learning objectives have been achieved and use this assessment for future teaching.</li> <li>• Mark and monitor pupils' class and homework providing constructive oral and written feedback, setting targets for pupils' progress.</li> </ul>		<b>Application form and interview</b>
<b>Pupil Achievement</b>	<ul style="list-style-type: none"> <li>• Secure excellent progress towards pupil targets.</li> </ul>		<b>Application form and interview</b>
<b>Relations with parents &amp; wider community</b>	<ul style="list-style-type: none"> <li>• Know how to prepare and present informative reports to parents.</li> <li>• Recognise that learning takes place outside the school context and provide opportunities to develop pupils' understanding by relating their learning to real and work-related examples.</li> <li>• Understand the need to liaise with agencies responsible for pupils' welfare.</li> </ul>		<b>Interview</b>
<b>Managing own performance &amp; development</b>	<ul style="list-style-type: none"> <li>• Understand the need to take responsibility for their own professional development and to keep up-to-date with research and developments in pedagogy and in the subjects they teach.</li> <li>• Understand their professional responsibilities in relation to school policies and practices.</li> <li>• Set a good example to the pupils they teach in their presentation and their personal conduct.</li> <li>• Evaluate their own teaching critically and use this to improve their effectiveness.</li> </ul>		<b>Application form and interview</b>
<b>Managing &amp; developing staff &amp; other adults</b>	<ul style="list-style-type: none"> <li>• Establish effective working relationships with professional colleagues including, where applicable, associate staff.</li> </ul>	<b>Successfully managing a subject area</b>	<b>Application form and interview</b>
<b>Managing resources</b>	<ul style="list-style-type: none"> <li>• Select and make good use of textbooks, ICT and other learning resources which enable teaching objectives to be met.</li> </ul>		<b>Application form</b>