



### **Teaching Responsibilities for Reception teacher:**

- To plan and deliver appropriate, broad, balanced, relevant, differentiated and challenging lessons to all their pupils appropriate to their needs. Curriculum based on Development Matters.
- Delivering a consistently high standard of lessons to pupils, alongside colleagues and with the support and direction of the Head of Early Years.
- Marking, assessing and reporting on the progress of pupils. Ongoing record of individual progress based on Tapestry assessment and reporting program.

### **Main Class Responsibilities:**

- To ensure pupils make good progress.
- To assess, record and report on aspects of pupils' standards, progress and development
- To encourage high standards of behaviour so effective learning can take place, and good relationships can be formed within the school community.
- To contribute to whole school planning activities.
- To effectively lead and manage other adults within their classroom.
- To develop their subject knowledge and expertise keeping up to date with national and local developments, teaching practice and methodology to support pupils in achieving high standards.
- To ensure they provide effective curriculum coverage, continuity, progression and challenge.
- To assist with the monitoring and evaluation of subject delivery through (e.g. work scrutiny, resource audits and data analysis).
- To manage their classroom resources effectively.
- Attend and contribute to acts of collective worship.
- To work co-operatively with other staff members to develop practice within school.
- To carry out such particular duties as the Head Teacher may reasonably direct from time to time

### **All Staff will:**

- Support the aims and policies of the school.
- Keep up to date with current trends in education.
- Aim to foster good relations between the school and the community.



## ***Teachers duties***

The following provides a definition of the Teachers' Task:

1. Teach effectively to meet the needs of all pupils and to ensure discipline and safety within the school community.
2. Plan, prepare, evaluate and modify as necessary personal teaching methods, work programmes and teaching materials.
3. Mark and maintain records of pupils work.
4. Promote the general progress and welfare of pupils in classes and groups or individually as part of the school's pastoral and counselling arrangements.
5. Assess and record pupils' personal and social needs, development, progress and attainment.
6. Provide or contribute to oral or written assessments and report on individual pupils and groups; consult and inform parents, co-operate with outside agencies in accordance with school policies
7. Contribute to and participate in corporate planning, self evaluation, INSET and professional development in assigned areas of the curriculum and pastoral arrangements, participate in related staff meetings and school events.
8. Advise colleagues, co-operate with them on teaching programmes, methods, equipment and materials within assigned areas of the curriculum ensuring that appropriate administrative tasks are undertaken.
9. Contribute and participate in the school's pastoral, tutorial and guidance arrangements and undertake an appropriate share of the organisation and conduct of parental consultation and staff meetings.
10. Contribute as required to the appointment, induction, professional development and assessment of junior colleagues, including new entrants to teaching.
11. Accept an appropriate share of the administrative and organisational tasks within the school, including providing support for teachers, undertaking additional curriculum or pastoral responsibilities or holding senior posts.
12. Ensure the safety and good order of pupils by carrying out an appropriate share of supervisions whenever pupils are authorised to be on school premises or elsewhere when the school is in session.
13. Undertaking an appropriate share of all collective responsibilities including substitution for an absent colleague.
14. Supervise support staff as required.
15. Order and allocate appropriate equipment and materials in accordance with school policies and schemes.

For the MPS teacher, the programme of formal meetings must not exceed 90 hours in a school year outside of times when the school is in session. Teachers on the MPS will not normally be expected to attend such activities in excess of 2.5 hours per week. The programme of meetings shall be arranged in order that a member of staff is not required to attend more than one activity on any one evening.

All teachers are required to undertake supervision duties immediately prior to or following the school day and during breaks. These duties must not exceed 80 hours in the school year

All teachers are entitled to non-contact time equivalent to 10% of the school week.