



FULL AND PART TIME TEACHERS MERLIN SCHOOL JOB DESCRIPTION

To do all those things and to take those responsibilities usually associated with a Classroom or Subject Teacher, and in particular:

- To provide classroom teaching for the appropriate subject and age range.
- To be an effective Class Teacher.
- To carry out departmental duties involving curriculum development within prescribed curriculum guidelines. This may involve producing schemes of work and ordering materials for use by all appropriate staff as identified and allocated by the Head/SMT.
- To undertake the pastoral duties of a Class Teacher.
- To carry out general duties which will include administrative tasks, consultation with parents, contributions to professional discussions and meetings both within and external to the School and such other duties as the Headteacher may reasonably request.
- To have an enthusiasm to take on responsibility for organisation of trips and visits for extracurricular activities. To help in all musical, sporting, and dramatic and school-based activities outside of 8:30-4:30 hours, as is appropriate.
- To always have a concern and responsibility for the safety of children.
- To ensure that classrooms are left tidy at the end of each term and classrooms are set up, planning and filing are up to date before the start of each term.
- **The teacher must be committed to Safeguarding and promoting the welfare of children at all times.**

General

This job description should be regarded as enabling rather than prescriptive. There are further year-group specific responsibilities. It will be subject to regular review as the needs of the school evolve. This list of duties is non-exhaustive and you may be required to undertake other reasonable and comparable duties as the Headteacher and Senior Leadership Team may require from time to time.