

## **TEACHER JOB DESCRIPTION**

The employee shall:

- (a) Become familiar with and follow all requirements of the MCS Staff Manual, Policy Statements and instructions of the Principal and/or Trust;
- (b) Make adequate preparation for teaching work, ensuring the smooth running of the classroom, managing behaviour and ensuring all children are making satisfactory educational progress;
- (c) Keep a set of regularly written short and long term planning documents linked to the Cambridge curriculum (where appropriate) available for review by the team leader and/or senior management;
- (d) Keep such records including academic results and anecdotal notes of behavioural incidents as will adequately support the teaching programme including those records required to be kept by the team leader or Principal;
- (e) Prepare written reports for parents on each student twice a year or as determined by management;
- (f) Take all reasonable care to ensure that equipment under the employee's control is in safe and sound condition and is not left in a condition that may cause damage or injury to other employees persons or material objects;
- (g) Ensure classroom area and communal areas are tidy and kept in an orderly condition;
- (h) Maintain an appropriate standard of dress and presentation in keeping with the staff dress code;
- (i) Meet with parents after school as necessary and conduct parent teacher interviews twice a year outside of normal school hours;
- (j) Attend ten minute daily briefings at 8.00am, and one staff meeting each week;
- (k) Attend in-service training up to 6 days per year during school holidays as directed by the Principal or Trust;