



Ysgol Uwchradd Aberteifi

Job Description

MPS/UPS Teacher 2025



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Job Description: Subject Teacher MPS/UPS

The appointment is subject to the current conditions of employment for teachers other than Head teacher contained in the School Teachers' Pay and Conditions Document 2011 (and subsequent updates), the 1998 School Standards and Framework Act, the professional standards for teaching and leadership in Wales and other current legislation.

General Description of the Post

Under the general direction of the Head teacher, the requirements are to carry out the following professional duties of a teacher as circumstances may require and in accordance with the school's policies. In fulfilling the requirements of the post, the teacher will meet the expectations of professional teaching as outlined in the professional standards, and in particular will:

- Inspire trust and confidence in pupils and colleagues.
- Build team commitment with colleagues and in the classroom.
- Engage and motivate pupils.
- Improve the quality of pupils' learning.
- Teach pupils or groups as assigned by the Head teacher.

1. Pupil Progress

- Prepare appropriate courses of study and schemes of work.
- Identify clear teaching objectives, specifying how they will be taught and assessed.
- Set appropriate and demanding expectations including clear targets that build on prior attainment.
- Use assessment effectively to provide information how well learning objectives have been achieved and use them to improve specific aspects of teaching, ensuring that students' learning needs are addressed.
- Support individual learning, including gifted and talented pupils by planning work with appropriate challenge and monitoring and reviewing pupil outcomes regularly.
- Mark and monitor pupils' work and provide useful feedback in accordance with school policy and set targets for progress.
- Record pupils' progress systematically and keep records to check work is understood and completed and use the results to inform future planning and teaching.
- Track and monitor pupil progress against targets set and take appropriate action to intervene to ensure pupil progress.
- Prepare pupils for entry into public examinations as appropriate.
- Be familiar with statutory assessment and reporting procedures and prepare and present informative, accurate reports to parents.

2. Professional Practice

- Use the qualities of personal professional practice to positively influence the practice of others.
- Be a role model to pupils through personal presentation and professional conduct.
- Arrive in class, on or before the start of the lesson, and begin and end lessons on time.
- Contribute the aims and development of the school by consistently demonstrating compliance with agreed policies, seeking advice where necessary.
- Establish effective and professional working relationships with all staff.
- Maintain a working knowledge and understanding of teachers' professional duties as set out in the current School Teachers' Pay and Conditions document, and teachers' legal liabilities and responsibilities relating to all current legislation.
- Liaise effectively with parent/carers and with other agencies with responsibility for pupils' education and welfare.
- Be aware of the role of the Governing Body of the school and support it in performing its duties.
- Set high expectations for all pupils, to deepen their knowledge and understanding and to maximise their progress and achievement.
- Ensure that learners' views are sought, understood and acted upon.

- Work effectively as a member of the Faculty team to improve the quality of teaching and learning, by contributing to the Faculty Improvement Plan and implementing and monitoring change.
- Plan and deliver high quality lessons, in line with Faculty/Subject Schemes of Work, using real life authentic contexts for learning.
- Take responsibility for professional learning and maintain and up to date knowledge of good practice in teaching techniques to enable effective teaching.
- Take account of wider curriculum developments.
- Incorporate national strategies in all teaching.
- Use knowledge of pupils' learning needs to ensure progress.
- Communicate learning objectives.
- Effectively use homework and other extra-curricular learning opportunities.
- Understand and apply effective classroom management and discipline in an environment of mutual respect that allows pupils to feel safe and secure and promotes their self-esteem.
- Understand and apply a range of teaching strategies including use of ICT where appropriate.
- Positively target and support individual learning needs.
- Maintain high levels of behaviour and discipline.
- Work with Learning Support Staff (including prior discussion and joint planning) in order to benefit from their specialist knowledge and to maximise their effectiveness within lessons.
- Make best use of all resources.
- Undertake professional development to enhance teaching and pupils' learning, and identify impact.
- Provide clear structures for lessons maintaining pace, motivation and challenge.
- Keep an accurate register of pupils for each session.
- Undertake the duties of a Form Tutor as required.
- Consider the needs of all pupils within lessons (and implement specialist advice) especially for those who:
 - have SEN.
 - are gifted and talented.
 - are not yet fluent in English.

3. Contribute to the ethos and priorities of the school:

- Operate at all times within stated policies and practices of the school.
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school.
- Liaise effectively with parents and carers, providing support to help their children develop in terms of the 4 purposes.
- Take on any additional responsibilities which might from time to time be determined.
- Comply with policies and procedures relating to Child Protection, Health and Safety, confidentiality and data protection.
- Make an active contribution to equality of opportunity and access for all students.
- Attend and contribute to meetings and undertake training as may reasonably be required.
- Ensure that personal actions in and out of school reflect the high standards expected of those who work in schools generally and of Ysgol Uwchradd Aberteifi in particular.

4. Health and Safety

- Undergo basic First Aid training if requested.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Have an understanding of visits procedures and the relevant actions to take when planning out of school activities.

5. Continuous Professional Development

- Use the Professional Learning Passport to support reflective practice and record an active commitment to continuous professional learning, leading to the implementation of new or revised techniques and approaches.

- Take responsibility for personal professional development, keeping up-to-date with research and developments in teaching pedagogy and pastoral care to consistently extend knowledge, skills and understanding.
- Maintain a PRD of evidence to support the Performance Management process - evaluating and improving own practice.
- Identify and contribute to the provision of high quality professional development through an effective Performance Management programme, making use of, where appropriate, other sources of expertise, e.g. LEAs, outside training agencies, etc.
- Engage in action research to inform practice through wider reading and research findings.
- Make an effort to benefit from regional, national or international professional networks and where appropriate make contributions to journals, conferences or learning communities.
- Implement and develop pedagogic procedures introduced through school, local or government initiatives.
- Implement the use of new technologies that enhance teaching and learning.
- Participate in leadership, peer and self-monitoring and evaluation schemes, responding to, and acting upon, advice and guidance received.
- Carry out reflective practice exercises to move classroom practice, teaching and learning, forward.
- Use 'gained time' by revising teaching, learning and curriculum materials in readiness for the new academic year; participate in collaborative planning sessions; provide additional pupil support or any activity directed by the Head teacher.
- Contribute to Faculty development by sharing professional learning, expertise and skills with others in the team, through Faculty training activities such as coaching and mentoring.
- To personally keep up to date with developments and new ideas related to the subject.
- Actively seek critical advice and support from colleagues and work alongside colleagues to improve performance and build expertise for the benefit of the students.
- Actively support the development of colleagues to secure improved performance.

6. General

- Be loyal to the mission and vision of the school.
- Operate with the utmost regard to confidentiality and not divulge sensitive information to third parties.
- Under the general remit of the post follow any reasonable request from the Head teacher.
- Undertake a performance review as part of the school's performance management policy.
- Pay due regard to the bilingual nature of the school.
- Every subject teacher will be expected to have pastoral responsibilities.
- Make a personal commitment to the incremental development of skills in the Welsh language.
- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties. Elements of this job description and changes to it may be negotiated at the request of either the Head teacher or the incumbent of the post.

Teachers paid on the Upper Pay Scale must demonstrate sustained, effective practice in respect of each of the descriptor and aspects as outlined in the professional standards for teaching and leadership.

Post Holder Signature: Date:

Line Manager Signature: Date: