



THE MOUNTBATTEN SCHOOL

ROLE PROFILE

Teacher

Department/Section:	The Mountbatten School
Role Title:	Teacher
Grade and Salary:	Main Pay Scale
Hours:	Full time
Reports To:	Headteacher
Principal Responsibilities:	<ul style="list-style-type: none">• To carry out the duties of a classroom teacher as detailed in the Conditions of Employment of Teachers in the School Teachers' Pay and Conditions Document.• To teach to the full range of ability from Years 7 to 11.• To play a full role in the development of appropriate syllabuses, materials and schemes of work; in assessment and monitoring of students; in the continuous up-dating, organisation and production of teaching resources.• To be a form tutor of an assigned form and to carry out related duties in accordance with the general job description of form tutor.



ROLE REQUIREMENTS

The most significant responsibilities of the role. Accountability statements are key functions of the role which in combination make up the main purpose.

Accountabilities	Accountability Statements
Teaching	<ul style="list-style-type: none"> • Plan and teach lessons and sequences of lessons to the classes assigned to teach within the context of the school's plans, curriculum and schemes of work. • Assess, monitor and report on the learning needs, progress and achievements of assigned students. • Participate in arrangements for preparing students for external examinations.
Whole school organisation, strategy and development	<ul style="list-style-type: none"> • Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and visions. • Work with others on curriculum and/or student development to secure co-ordinated outcomes. • Subject to sub-paragraph 63.10 supervise and so far as practicable teach any students where the person timetabled to take the class is not available to do so. • (Para 63.10 Teachers should be required to provide cover in accordance with the above only rarely, and only in circumstances that are not foreseeable (this does not apply to teachers who are employed wholly or mainly for the purposes of providing such cover).
Health, safety and discipline	<ul style="list-style-type: none"> • Promote the safety and well-being of students. • Maintain good order and discipline among pupils.
Management of staff and resources	<ul style="list-style-type: none"> • Direct and supervise support staff assigned to you and where appropriate, other teachers. • Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff. • Deploy resources delegated to them.



Accountabilities	Accountability Statements
Professional Development	<ul style="list-style-type: none"> • Participate in arrangements for the appraisal and review of their own performance and where appropriate that of other teachers and support staff
	<ul style="list-style-type: none"> • Participate in arrangements for their own further training and professional development and where appropriate, that of other teaches and support staff including induction.
Communication	<ul style="list-style-type: none"> • Communicate with students, parents and carers.
Working with colleagues and other relevant professionals	<ul style="list-style-type: none"> • Collaborate and work with colleagues and other relevant professionals within and beyond the school.

Additional Specific Responsibilities
<ul style="list-style-type: none"> • To deliver the department's agreed programmes of work for the Key Stages 3 and 4 and GCSE with enthusiasm and with full commitment to the aims of the Mountbatten School and the aims of the Faculty. This will include sharing expertise with colleagues for the benefit of the school and its pupils; engaging the help and expertise of Special Needs when appropriate. • To carry out all school and faculty policies • To assist with the preparation of differentiated materials for pupils of all abilities. • To assist with the organisation of resources, which are used by several staff and to ensure that materials are readily available for use. • To keep up-to-date with curriculum developments, participating in arrangements for further training and professional development as appropriate, and taking the opportunities offered to develop and maintain appropriate skills and methodological awareness. • To support the Faculty in its endeavours to maintain its high standing and its degree of involvement by encouraging children's involvement in faculty events in and out of school and by assisting with the development and production of visual displays.



General Duties:

- To maintain good discipline and control in all lessons. To be well acquainted with the school's Behaviour Policy and to use the discipline chain conscientiously and effectively as necessary.
- To participate in appropriate meetings with colleagues and parents, relative to the above duties.
- To ensure that the subject work space is kept in an orderly and tidy fashion, mounting displays of work and keeping them neat and up-to-date.
- To carry out a share of supervisory duties in accordance with published rosters.
- To carry out any additional responsibilities as may be required by the Headteacher.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year, and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Data Protection Statement

All staff have a responsibility to handle personal data in accordance with UK GDPR, the Data Protection Act 2018, and the school's data protection policies. This includes processing student and staff personal data only for legitimate educational purposes, maintaining confidentiality of sensitive information including academic records and safeguarding concerns, ensuring accurate record-keeping of assessments and attendance, and securing both physical and digital information appropriately. Teaching staff must be particularly vigilant when sharing student data with parents, external agencies, or for educational trips, and must report any data breaches or concerns immediately to the Data Protection Officer. All teaching staff must complete mandatory data protection training and adhere to all guidance provided to safeguard the privacy and rights of students, colleagues, and the wider school community.

January 2026

The Mountbatten School is committed to safeguarding the welfare of children and young people and all staff and volunteers are expected to share this commitment. All our recruitment and selection practices reflect this and successful applicants are subject to Disclosure and Barring Checks along with other relevant employment checks.



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Person Specification: Teacher

Criteria	Essential (E) or Desirable (D)
<i>Professional Values and Practices</i> <ul style="list-style-type: none"> • High expectations of all students • Ability to contribute to the corporate life of the school • Commitment to their own professional development • Commitment to equal opportunities 	E E E E
<i>Knowledge and Understanding</i> <ul style="list-style-type: none"> • Honours Degree (preferable in subject area) • Qualified Teacher Status • Higher degree 	E E D
<i>Teaching and Classroom Management</i> <ul style="list-style-type: none"> • Ability to inspire and motivate learners • Ability to plan lessons on the basis of learning objectives and information about prior learning • Ability to select and prepare appropriate resources • Understanding of and compliance with safe practices • Understanding of and compliance with the requirements of the National Curriculum programmes of Study and related schemes of work • Understanding of the importance of literacy, numeracy and Citizenship within their subject area • Ability to use new technologies to support and accelerate learning 	E E E E E E E
<i>Monitoring and Assessment</i> <ul style="list-style-type: none"> • Ability to assess students' learning and to use this assessment to plan future teaching and raise student achievement • Understanding of the importance of Assessment for Learning • Understanding of the use of success criteria and grade/level descriptors when making assessments 	E E E
<i>Personal Qualities</i> <ul style="list-style-type: none"> • Ability to work as part of a team • Verbal and written communication skills suitable for working with parents, colleagues and students • Experience of working with young people outside the classroom 	E E D