



## Job description: Teacher

WISE Academies is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

### Job details

<b>Salary:</b>	Main Pay Scale/Upper Pay Scale
<b>Hours:</b>	Full-time. In accordance with School Teachers' Pay & Conditions
<b>Reporting to:</b>	Headteacher

### Job purpose

To undertake all the professional duties of a teacher, under the terms and conditions specified in the School Teachers' Pay and Conditions Document, and under the reasonable direction of the leadership of the academy.

### Duties and Responsibilities

In fulfilment of all responsibilities and duties, a Class Teacher should show a commitment to the aims, policies and ethos of the academy, and strive to maintain these through personal conduct and effective relationships with colleagues and pupils.

This Job Description identifies exhaustively the responsibilities of the post. It will be reviewed annually and may be subject to amendment as the needs of the academy require, but only after full consultation with all teachers concerned. The WISE Academies grievance procedure applies in relation to any dispute arising in connection with this Job Description.

#### Responsibilities

It is the responsibility of a Class Teacher to:-

TEACH a class of pupils to develop knowledge skills understanding and abilities to the highest level, within a secure and challenging environment.

UNDERTAKE associated pastoral and administrative duties and general responsibilities as agreed with the Headteacher.

SET high expectations, which challenge pupils.

MAINTAIN good order in the classroom and around the academy with due regard to the academy's policy on behaviour and discipline.

PROVIDE a good role model for pupils.

SAFEGUARD THE HEALTH AND SAFETY of self and others in accordance with the academy's Health and Safety Policy.

### **Duties**

It is the duty of a Class Teacher to:-

#### **PLAN**

- teaching programmes on a termly and weekly basis in accordance with academy policies
- and schemes of work, and the demands of the National Curriculum
- programmes of work and activities for pupils according to their educational needs
- differentiation within activities so that all children are able to develop their full potential for the progression of pupils within and between activities
- educational visits and visitors appropriate to ongoing work

#### **PREPARE**

- appropriate teaching materials
- activities for pupils matched to their individual needs
- induction packs for children and their parents

#### **ORGANISE**

- the classroom environment
  - the use and storage of books and other teaching materials within the classroom
- the learning experiences of all pupils
- the induction of children, including a programme of visits for parents and children to the academy and visits to children and parents in their homes

#### **IMPLEMENT**

- planned teaching programmes using a variety of methods appropriate to the needs of the class
- planned programmes of work and activities matched to pupils' educational needs the academy's policy with regard to pastoral support
- the academy's policy on behaviour and discipline, including the use of appropriate praise or sanctions for pupil work and behaviour
- planned educational visits

#### **MONITOR AND ASSESS**

- the achievements and progress of individual children with reference to the arrangements in use in the academy and the requirements of the law
- pupil performance through the completion of Baseline Assessments

#### **SUPPLY THE FOLLOWING INFORMATION**

- daily attendance records

- termly and weekly planning records to be shown to the Headteacher
- oral and written reports to parents
- records of progress and performance and annotated samples of work for inclusion in each child's portfolio
- Entry Profiles (for Nursery children where applicable)
- documentation necessary for transfer between key stages
- oral and written reports to any other agencies entitled to such information

#### **ATTEND THE FOLLOWING MEETINGS**

- meetings as required relating to the curriculum, administration and organisation
- twice annual parents' meetings
- meetings for parents of prospective children,
- meetings on Entry Profiles for children
- meetings with parents of pupils on the Special Educational Needs Register

#### **DEVELOP PERSONALLY AND PROFESSIONALLY THROUGH**

- reflection on own practice and private study
- participation in the academy's teacher appraisal programme
- participation in appropriate in-service education programmes.

#### **Relationships**

A Class Teacher is required to:

#### **BE RESPONSIBLE TO**

- the Headteacher

#### **CO-OPERATE WITH**

- the Headteacher
- all colleagues, both teaching and non-teaching
- subject and area co-ordinators
- invited advisors offering support for curriculum development
- inspection teams.

#### **Other**

To work within and encourage the school's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.

To promote the safeguarding of children.

To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.

To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.

To undertake other duties appropriate to the post that may reasonably be required from time to time.

Any other duties required by the Headteacher, which is within the scope of this post.

## Generic Duties relevant to all members of Staff

1.	<b>Working with colleagues and other relevant professionals</b> <ul style="list-style-type: none"> <li>• Communicate effectively with other staff members, and any key stakeholders</li> <li>• Collaborate and work with colleagues and other relevant professionals within and beyond the Trust</li> <li>• Develop effective professional relationships with colleagues</li> </ul>
2.	<b>Professional development</b> <ul style="list-style-type: none"> <li>• Keep personal knowledge and understanding relevant and up-to-date by reflecting on personal practice, liaising with the line manager and identifying relevant professional development to improve personal effectiveness</li> <li>• Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the Trust</li> <li>• Take part in the Trusts appraisal and performance management procedures</li> </ul>
3.	<b>Personal and professional conduct</b> <ul style="list-style-type: none"> <li>• Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school</li> <li>• Have proper and professional regard for the ethos, policies and practices of the Trust, and maintain high standards of attendance and punctuality</li> <li>• Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the Trust community</li> <li>• Respect individual differences and cultural diversity</li> </ul>
4.	<b>The Trust</b> <p>The Mission Statement of our Trust is <b>WE</b> are a family of schools who exist to <b>INSPIRE</b> each pupil to believe in themselves so they experience great <b>SUCCESS</b> through our commitment to <b>EXCELLENCE</b>. Our philosophy is one of boundless aspiration...the sky is the limit. All staff are expected to be committed to this statement in everything they do</p> <p>It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and values</p> <p>All staff should act with professional integrity at all times, following the "Code of Conduct"</p> <p>Your base location will be identified in your offer of employment. However, you may be asked to work at any of the other Schools within the Trust and you should expect to travel between sites as required.</p>
5.	<b>Teaching and Learning</b> <p>This is our core principle and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core principle. This may mean undertaking tasks outside of your area of responsibility where required.</p>
6.	<b>Collective Responsibility</b> <p>At WISE Academies we are one team who, together, all commit to achieving our mission. All staff will be required to mirror our philosophy and take pride in offering a fantastic customer experience to all stakeholders As a WISE Team we always act with <b>Honesty, Integrity and Fairness</b> in everything we do.</p>
7.	<b>ICT</b> <ul style="list-style-type: none"> <li>• All staff will be expected to utilise ICT and to improve communication and reduce paper use</li> </ul>

	<ul style="list-style-type: none"> <li>Security procedures must be followed when using ICT systems</li> <li>All staff are expected to follow the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.</li> </ul>
<b>8.</b>	<b>Health and Safety</b> <ul style="list-style-type: none"> <li>Employees are required to work in compliance with the Academy's Health &amp; Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust</li> <li>In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.</li> </ul>
<b>9.</b>	<b>Safeguarding</b> <ul style="list-style-type: none"> <li>WISE Academies is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by WISE Academies Trust. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Safeguarding Lead.</li> </ul>
<b>10.</b>	<b>Data Protection</b> <ul style="list-style-type: none"> <li>WISE Academies takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach, they must inform the Trust Data Protection officer immediately.</li> </ul>

**This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust.**

**The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.**

I understand and agree to the job description of an **Teacher**

**Name:**

**Signed:**

**Date:**

**INSPIRE**

**SUCCESS**

**EXCELLENCE**

## Person specification – Teacher

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in a primary school</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of the curriculum and how this can be creatively adapted to ensure standards continue to be high</li> <li>• Knowledge and understanding of how children learn and an acknowledgement of children's entitlements and rights</li> <li>• Understanding an inclusive, holistic approach to working with children and their families including the empowerment of parents</li> <li>• Knowledge and understanding of the appropriate environment to provide high quality provision</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Be an excellent practitioner with high expectations and aspirations for all children</li> <li>• Have excellent classroom management skills and be proficient in planning, assessment and target setting</li> <li>• Be an effective communicator, working in collaboration with colleagues and the wider community</li> <li>• An ability to work as part of a team.</li> <li>• Be prepared to be involved in the wider life of the academy</li> <li>• Ability to show initiative with minimum supervision</li> <li>• Good oral and written communication skills.</li> <li>• Good organisational and time management skills</li> <li>• Ability to work flexibly to meet deadlines</li> <li>• Willingness to undertake training</li> <li>• A commitment to ensuring a safe environment for children, a thorough knowledge and understanding of safeguarding procedures</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to uphold the 7 principles of public life (the <a href="#">Nolan principles</a>) at all times</li> <li>•</li> </ul>

### Notes:

This job description may be amended at any time in consultation with the postholder.

The MINIMUM ESSENTIAL REQUIREMENTS are the qualifications, experience, skills or knowledge you MUST SHOW YOU HAVE to be considered for the job. In your application form please cross reference to each of the criteria and describe how you meet them. This makes it easier for the panel to judge whether they feel you meet the criteria.

The METHOD OF ASSESSMENT column shows how the necessary information will be sought about you.

If, for example, the METHOD OF ASSESSMENT column says the Application Form next to an Essential requirement, you MUST include in your application enough information to show how you meet these criteria.

This role requires travel to a range of academies throughout the North East of England so the successful candidate must be able to drive and have their own vehicle to use for business purposes.

**Line manager's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Postholder's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

***INSPIRE***

***SUCCESS***

***EXCELLENCE***