

Teacher Job description

The Abbey School is committed to creating a diverse workforce. We'll 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.

This job description is based on the Teachers' Standards, and requirements in the School Teachers' Pay and Conditions Document.

Job details

Salary: Main Scale / UPR plus SEN1

Hours:

Contract type: Permanent

Reporting to: AHT Curriculum / Deputy Headteacher

Responsible for: Teaching Assistant(s) attached to form group

Main purpose

The teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- Meet the expectations set out in the Teachers' Standards

Duties and responsibilities

Teaching

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of learning
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned students, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of students
- Set high expectations which inspire, motivate and challenge students
- Promote good progress and outcomes by students
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing students for external tests
- Keep student target cards and profiles regularly updated
- Teach subjects outside of specialism when required
- Attend parent evenings as and when required

SEND

- Lead Annual Reviews for students in form group
- Ensure all provision specified on EHCP is in place
- Adapt, personalise and differentiate lessons to accommodate student SEND
- Keep up to date and abreast of new SEND initiatives/legislation

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Coordinate a subject curriculum area
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and student development to secure coordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach
- Attend meetings, including but not limited to, subject specialist, CIN, pastoral and Team Around the Child

Health, safety and discipline

- Promote the safety and wellbeing of students
- Maintain good order and discipline among students, managing behaviour effectively to ensure a good and safe learning environment

Professional development

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching (with a particular focus on SEND)
- Where appropriate, take part in the appraisal and professional development of others

Communication

- Communicate effectively with students, parents and carers
- Keep in regular contact with parents/carers of students in form group (email, phone or home school book)

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school



- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities
- **Management of staff and resources**
- Direct and supervise support staff assigned, and where appropriate, other teachers
- Where required contribute to the recruitment and professional development of other teachers and support staff
- Deploy resources delegated

Other areas of responsibility

- Undertake break duties as and when required

The teacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the WMAT staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.



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Registered office: Weydon School, Weydon Lane, Farnham, Surrey, GU9 8UG.
Company number 07552535 (England).



Person specification

CRITERIA	QUALITIES
Qualifications and experience	<ul style="list-style-type: none"> • Qualified teacher status • Degree • Successful primary or secondary teaching experience • Experience of working with students with SEND
Skills and knowledge	<ul style="list-style-type: none"> • Knowledge of the National Curriculum/Subject specialist area • Knowledge of effective teaching and learning strategies • A good understanding of how children learn particularly those with SEND • Ability to adapt teaching to meet students' needs • Ability to build effective working relationships with students • Knowledge of guidance and requirements around safeguarding children • Knowledge of effective behaviour management strategies • Good ICT skills, particularly using ICT to support learning
Personal qualities	<ul style="list-style-type: none"> • A commitment to getting the best outcomes for all students and promoting the ethos and values of the school • High expectations for children's attainment and progress • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality

Notes:

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

Last review date: January 2022

Next review date: January 2023

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____



Date:



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