



## The NCSF Trust Teacher Job Description

DESIGNATION OF POST AND POSITION WITHIN SCHOOL STRUCTURE
CEO   School Improvement Lead   Headteachers/Heads of School   Class Teachers
JOB PURPOSE
Employed in the capacity of a Teacher subject to the conditions of employment contained within School Teachers' Pay and Conditions Document 2020. Within such conditions of employment, the descriptions of the post is as below.
GENERAL
The job description identifies the responsibilities attached to the post. This job description is subject to amendment from time to time within the terms of the conditions of employment, as the needs of the school may require, but only to an extent consistent with those conditions of employment and only after consultation with the individual.
MAIN DUTIES AND RESPONSIBILITIES AS A TEACHER
<p>The post requires that you should take the responsibility attached to teachers generally within The North Cotswold Schools Federation (NCSF) MAT in connection with the teaching and learning of pupils, the preparation and marking of their work, and the promotion of their progress and welfare. The professional duties which you may be required to perform may be found in the Teachers' Pay and Conditions Document. Please also see Career Stage Expectations document which directly informs Performance Management.</p> <p>You will work under the reasonable direction of the Senior Leadership Team whose responsibility it is to ensure that a reasonable balance in the workload of each Teacher is maintained.</p>
PARTICULAR RESPONSIBILITIES
<p>The post is one which requires the performance of the following particular responsibilities:</p> <p>Planning, Teaching and Class Management</p> <p>Teach allocated students by planning your teaching to achieve progression of learning through:</p> <ul style="list-style-type: none"> <li>To create a stimulating, organised, interactive and informative learning environment that encourages each child to achieve their potential.</li> <li>To work co-operatively as part of a school and wider Trust team, including planning work for support staff.</li> </ul>

[www.northcotswoldschools.co.uk](http://www.northcotswoldschools.co.uk)

☎ 01386 840634 ✉ [enquiries@ncsf.school](mailto:enquiries@ncsf.school)

North Cotswold Schools Federation MAT | c/o St James & Ebrington Primary School | Pear Tree Close | Chipping Campden | Gloucestershire | GL55 6DB

*Rooted in our Christian understanding of life in its fullness, NCSF schools are safe aspirational learning communities where all are **Nurtured** and **cherished** to **Shine** and **Flourish** as lights in the world.*

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- Identifying clear teaching objectives and specifying how they will be taught and assessed
- Setting tasks which challenge pupils and ensure high levels of interest
- Setting appropriate and demanding expectations
- Setting clear targets, building on prior attainment using progress ladders
- Identifying SEND or very able students
- Provide clear structures for lessons maintaining pace, motivation and challenge
- Make effective use of assessment and ensure coverage of the foundation stage / national curriculum
- Ensure effective teaching and best use of available time
- Monitor and intervene to ensure sound learning and behaviour management
- Use a variety of teaching methods to:
  - i. match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
  - ii. use effective questioning, listen carefully to students and give attention to errors and misconceptions
  - iii. select appropriate learning resources and develop study skills through library, ICT and other sources
- Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
- Evaluate your own teaching critically to improve effectiveness
- To actively take part in professional development, sharing expertise and experiences as required.
- Work alongside other members of staff to review and innovate the curriculum
- To follow guidance and support from members of the team in relation to utilising opportunities for further career development

#### Monitoring, Assessment, Recording, Reporting

- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
- Mark and monitor pupil's work and set targets for progress in line with our policy
- Assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which each pupil is achieving
- Prepare and present informative reports to parents

#### OTHER PROFESSIONAL DUTIES

- Have a working knowledge of teacher's professional duties and legal liabilities
- Operate at all times within the stated policies and practices of The North Cotswold Schools Federation Trust
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct
- Endeavour to give every child the opportunity to reach their potential and meet high expectations

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- Contribute to the corporate life of The North Cotswold Schools Federation Trust through effective participation in meetings and management systems necessary to coordinate the management of the school
- Take responsibility for their own professional development and duties in relation to school policies and practices
- Liaise effectively with parents and governors
- Take on any additional responsibilities which may from time to time be determined
- Work with staff and pupils within The North Cotswold Schools Federation Trust

**Notes: This job description may be amended at any time in consultation with the postholder. Last review date: July 2025**

**Next review date: July 2026**

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