



Job Description

Job Title: Teacher

Name:

Reporting to: Headteacher

Salary: MS/UPS

Newtown School 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.

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 and Learning

The Teacher will:

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment.
- Adapt teaching to respond to the strengths and needs of pupils.
- Set high expectations which inspire, motivate and challenge pupils.
- Promote good progress and outcomes by pupils.
- Demonstrate good subject and curriculum knowledge.
- Participate in arrangements for preparing pupils for external tests.
- Write and review SEN support plans in partnership with parents.

Whole-school organisation, strategy and development

The Teacher will:

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's vision and values.
- Make a positive contribution to the wider life and ethos of the school.
- Work with others on curriculum and pupil development to secure coordinated outcomes.
- Monitor the planning, teaching and assessment of the subject they lead.
- Lead or contribute to professional development activities as part of a planned programme for the school.

Health, safety and discipline

The Teacher will:

- Promote the safety and wellbeing of pupils.
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.
- Guide and assist the development of children's social behaviour, attitudes and skills.
- Ensure Health and Safety regulations are complied with at all times.



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- Ensure equipment is safe and clean and report any broken equipment to the bursar.

Professional development

The Teacher will:

- Take part in the school's appraisal procedures.
- Take part in further training and development in order to improve their own teaching.
- Take part in the appraisal and professional development of others, where appropriate.

Communication

The Teacher will:

- Communicate effectively with pupils, parents and carers.

Working with colleagues and other relevant professionals

The Teacher will:

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

Personal and professional conduct

The Teacher will:

- 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

The Teacher will:

- Direct and supervise support staff assigned to them, and where appropriate, other teachers.
- Contribute to the recruitment and professional development of other teachers and support staff.

Safeguarding

The Teacher will:

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.



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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.

Notes:

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

Last review date:

Next review date:

Headteacher's signature:

Date:

Postholder's signature:

Date:
