



# JOB DESCRIPTION

## TEACHER (Temporary)

### REPORTS TO

Head of School

### GRADE

M1-UPS3

### JOB PURPOSE

To carry out the professional duties of a teacher as circumstances may require in accordance with the school's policies under the direction of the Head of School.

### PLANNING TEACHING AND MANAGEMENT

Teach allocated pupils by planning their teaching to achieve progress of learning through:

- 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 attachment identifying SEN or very able pupils
- Providing clear structures for lessons maintaining pace, motivation and challenge
- Making effective use of assessment and ensure coverage of the National Curriculum
- Ensuring effective teaching and best use of available time
- Maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behavior, standards of learning and home learning

Using a variety of teaching methods to:

- Match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
- Use effective questioning, listen carefully to pupils, give attention to errors and misconceptions

- Select appropriate learning resources and develop study skills through library, ICT and other sources; ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
- Evaluating own teaching critically to improve effectiveness
- Ensuring the effective and efficient development of classroom support
- Taking account of pupils' needs by providing structured learning opportunities which develop the areas of learning identified in national and local policies and particularly the foundations for English and Maths
- Encouraging pupils to think and talk about their learning, develop self-control and independence, concentrate and persevere and listen attentively
- Using a variety of teaching strategies which involve planned adult intervention, first hand experiences and play and talk as a vehicle for learning

### **MONITORING, ASSESSING, RECORDING & REPORTING**

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

### **GENERAL DUTIES**

- To have a working knowledge of the teacher's professional duties as set out in the current School Teacher's Pay and Conditions document
- To understand teachers' legal liabilities and responsibilities
- To establish effective working relationships with professional colleagues
- To set a good example to the pupils you teach through your presentation, personal and professional conduct
- You are committed to ensuring that every pupil is given the opportunity to achieve
- You take responsibility for your own professional development
- You take professional responsibilities in relation to school policies and procedures
- To liaise effectively with parents and carers and other agencies
- You are aware of the role and purpose of the school governing body
- Any other duties that the Head of School may from time to time ask the post holder to perform

**OTHER DUTIES**

The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

**EQUAL OPPORTUNITIES**

The postholder is required to carry out the duties in accordance with the Tall Oaks Academy Trust Equal Opportunities policies.

**HEALTH AND SAFETY**

The postholder is required to carry out the duties in accordance with the Tall Oaks Academy Trust Health and Safety policies and procedures.

**SAFEGUARDING**

All Trust staff have a responsibility to safeguard and promote the welfare of children and young people across the Trust.

PERFORMANCE STANDARDS FRAMEWORK COMPETENCIES ESSENTIAL TO BASIC PERFORMANCE OF THE ROLE	ESSENTIAL	DESIRABLE	ASSESSMENT A – Application Form I – Interview T – Test
<b>EDUCATIONAL QUALIFICATIONS</b>			
Qualified Teacher status or qualification and training that shows eligibility for QTS year	✓		A
Evidence of relevant additional experience or qualification which may enhance your application		✓	A
<b>EXPERIENCE</b>			
Teaching within the Primary range		✓	A
Can evidence strong teaching practice (either in previous jobs or training)	✓		A
Have experience of positive behavior management strategies	✓		A/I
Have experience of teaching creative curriculum	✓		I
Have experience of building positive relationships with parents	✓		I
Have experience of using live assessment to accelerate achievement	✓		I
<b>SKILLS AND KNOWLEDGE</b>			
A good understanding of the Teachers Standards	✓		A
Links between schools, the wider community and outside agencies		✓	I
Planning and teaching all curriculum subjects	✓		A/I
Planning for teaching a range of learning styles	✓		I
<b>GENERAL/PERSONAL QUALITIES AND CHARACTERISTICS</b>			
The ability to work in a team	✓		A/I
A strong sense of positive adult modelling for pupils and behavior	✓		I
Resilience	✓		I
A sense of humour		✓	I