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**JOB DESCRIPTION**

**POST TITLE:** Teacher

**REPORTING TO:** Head of Schools

**SALARY GRADE RANGE:** Cornerstone Teaching Pay Scale - 1 TO 11

**Main purpose**

**The teacher will:**

* Fulfil the professional responsibilities of a teacher, as outlined below and in conjunction with the policies referred to in the Trust’s staff policies.
* 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 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.
* Have a clear understanding of the needs of all pupils, including those with special educational needs; gifted and talented; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.
* Treat pupils with dignity, building relationships rooted in mutual respect, and always observing proper boundaries appropriate to a teacher’s professional position.
* Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study.
* Prepare and run at least two after school activities a week (during term time) to support the children’s extended learning opportunities, potentially across year groups and on a subject area agreed with members of the Senior Leadership Team.
* Set extra-curricular work and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate.

**Whole-school organisation, strategy, and development**

* Use IT tools fully to provide effective and high-quality education, deploying the latest approaches for blended learning.
* Carry out mealtime, playground and other duties as directed.
* Contribute to the development, implementation and evaluation of the school’s policies, practices, and procedures, to support the school’s values and vision.
* Make a positive contribution to the wider life and ethos of the school.
* Work with others on curriculum and pupil development to secure co-ordinated outcomes.
* Provide cover as required where another teacher is unable to teach.
* Where required lead a subject leader across the whole school or Trust; potentially working with other teachers to do this.
* Participate and organise (where necessary) relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies.
* Attend and take a constructive part in staff meetings, inset days and any other school arranged training sessions.

**Health, safety, and discipline**

* 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.
* Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures.
* Act within, the statutory frameworks, which set out the professional duties and responsibilities and in line with the duties outlined below. Take responsibility for promoting and safeguarding the welfare of children and young people within the school.
* Escalate concerns in a timely fashion and through the correct tools as directed to you.

**Professional development**

* Take part in the school’s appraisal procedures.
* Take part in further training and development to improve own teaching.
* Where appropriate, take part in the appraisal and professional development of others.
* Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils’ progress, attainment, and well-being, refining your approaches where necessary responding to advice and feedback from colleagues.

**Communication**

* Communicate effectively with pupils, parents and carers and other professional bodies as required whilst maintaining confidentiality.
* Use IT systems efficiently and effectively to communicate and collaborate.
* Respond quickly to emails and messages.

**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.
* Plan and teach together with colleagues in your phase teams.

**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 to them, and where appropriate, other teachers.
* Contribute to the recruitment and professional development of other teachers and support staff where appropriate.
* Deploy resources delegated to you taking care to ensure these are maintained to a high standard and looked after responsibly.

Other areas of responsibility

* Register the attendance of and supervise learners, before, during or after school sessions as appropriate.
* To demonstrate a commitment to the full life of the school and to work with all members of staff to ensure the success of whole school initiatives and assemblies, fayres & fund raising, open evenings and other activities as they occur in school.

Please note that this job description is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder 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 your line manager.

The post requires you to teach students in the age range 2 to 11 years as consistent with the ages of students attending this Academy Trust. This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change. It may be amended at any time after consultation with you.

# Person specification

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| Criteria | Qualities |
| **Qualifications and experience** | * Qualified teacher status * Degree * Successful primary teaching experience |
| **Skills and knowledge** | * Knowledge of the National Curriculum * Knowledge of effective teaching and learning strategies * A good understanding of how children learn * Ability to adapt teaching to meet pupils’ needs * Ability to build effective working relationships with pupils * 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** | * A commitment to getting the best outcomes for all pupils 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 always maintaining confidentiality * Commitment to safeguarding and equality |

**SIGNED:** ...............................................................................

Teacher

**DATED:** ………………………………………………