

# TEACHER

## Job Description and Person Specification

### JOB DESCRIPTION

<b>JOB TITLE</b>	Teacher
<b>EMPLOYER</b>	University of Brighton Academies Trust
<b>RESPONSIBLE TO</b>	Subject Leader
<b>MAIN PURPOSE OF THE JOB</b>	To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Principal.
<b>MAIN TASKS / KEY RESPONSIBILITIES</b>	
<b>1</b>	<p><b>Planning, Teaching and Class Management</b></p> <p>Teach allocated pupils by planning their teaching to achieve progression of learning through:</p> <ul style="list-style-type: none"> <li>• identifying clear teaching objectives and specifying how they will be taught and assessed;</li> <li>• setting tasks which challenge pupils and ensure high levels of interest;</li> <li>• setting appropriate and demanding expectations;</li> <li>• setting clear targets, building on prior attainment;</li> <li>• identifying SEN or very able pupils;</li> <li>• providing clear structures for lessons maintaining pace, motivation and challenge;</li> <li>• making effective use of assessment and ensure coverage of programmes of study;</li> <li>• ensuring effective teaching and best use of available time;</li> <li>• maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework;</li> <li>• using a variety of teaching methods to: <ul style="list-style-type: none"> <li>i. match approach to content, structure information, present a set of key ideas and use appropriate vocabulary</li> <li>ii. use effective questioning, listen carefully to pupils, give attention to errors and misconceptions</li> <li>iii. select appropriate learning resources and develop study skills through library, I.C.T. and other sources;</li> </ul> </li> <li>• ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;</li> <li>• evaluating own teaching critically to improve effectiveness;</li> <li>• ensuring the effective and efficient deployment of classroom support</li> </ul>
<b>2</b>	<p><b>Monitoring, Assessment, Recording, Reporting</b></p> <ul style="list-style-type: none"> <li>▪ assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;</li> <li>• mark and monitor pupils' work and set targets for progress;</li> <li>• assess and record pupils' progress systematically and keep records in agreement with Academy policies to check work is understood and completed, monitor strengths and</li> </ul>

	<p>weaknesses, inform planning and recognise the level at which the pupil is achieving;</p> <ul style="list-style-type: none"> <li>• undertake assessment of students as requested by examination bodies, departmental and school procedures;</li> <li>• prepare and present informative reports to parents.</li> </ul>
3	<p><b>Curriculum Development</b></p> <ul style="list-style-type: none"> <li>• Contribute to a subject area or aspect of the school's work and develop plans which identify clear targets and success criteria for its development and / or maintenance</li> <li>• Contribute to the whole school's planning activities</li> </ul>
4	<p><b>Pastoral Duties</b></p> <ul style="list-style-type: none"> <li>• be a form tutor to an assigned group of students;</li> <li>• promote the general progress and well-being of individual students and of the Form Tutor Group as a whole;</li> <li>• liaise with the Head of Year/Assistant Head of Year to ensure the implementation of the Academy's pastoral system;</li> <li>• register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life;</li> <li>• contribute to the preparation of Action Plans and progress files and other reports;</li> <li>• alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved;</li> <li>• communicate, as appropriate, with parents of students and persons or bodies outside the school concerned with the welfare of individual students, after consultation with appropriate staff;</li> <li>• contribute to PSHE, Citizenship and Enterprise according to Academy policy.</li> </ul>
5	<p><b>Other Professional Requirements</b></p> <ul style="list-style-type: none"> <li>• have a working knowledge of teachers' professional duties and legal liabilities;</li> <li>• operate at all times within the stated policies and practices of the school;</li> <li>• know subject(s) or specialism(s) to enable effective teaching;</li> <li>• establish effective working relationships and set a good example through their presentation and personal and professional conduct;</li> <li>• endeavour to give every child the opportunity to reach their potential and meet high expectations;</li> <li>• contribute positively and effectively to the Every Child Matters agenda;</li> <li>• co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students;</li> <li>• contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school;</li> <li>• attend the full range of meetings contained within the directed time budget necessary to contribute to the discharge of responsibilities of the subject area teams and Academy as a whole;</li> <li>• take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and events with partner schools as appropriate;</li> <li>• take responsibility for own professional development and duties in relation to Academy policies and practices;</li> <li>• liaise effectively with parents and governors.</li> </ul>
<p>This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate.</p>	

There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.

#### **Additional Information**

- This post is subject to an Enhanced Criminal Record Check
- This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent under the Act.

**University of Brighton Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.**

### **PERSON SPECIFICATION**

#### **Education & Qualification criteria**

Educated to degree level  
Qualified Teacher Status  
Permitted to work in the UK

#### **Ethos, Skills and Knowledge**

Commitment to fully inclusive education  
Commitment to the pursuit of high standards – academic and behavioural  
Commitment to staff participation in decision making  
Commitment to quality provision for SEN students  
Commitment to equal opportunities  
The ability to work in a fast moving and constantly changing environment  
Effective teaching, student management and communication skills

#### **Personal Qualities**

Organised  
Resilient  
Enthusiastic