



## **JOB DESCRIPTION**

<b>JOB TITLE</b>	Teacher
<b>GRADE</b>	Main – Upper Pay Range
<b>RESPONSIBLE TO</b>	Head of Phase / Head of Faculty / Curriculum Leader

### **JOB PURPOSE**

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 Headteacher. To be an effective professional who demonstrates their curriculum knowledge, able to deliver effective teaching, learning and assessment to support the achievement of pupils.

### **Teachers Standards**

Teachers' Standards is the core document for practising teachers at this school and defines their daily role and responsibilities. The Standards encompass teachers' job descriptions, reflect the school development plan and constitute the framework for the management of the appraisal process in this school.

### **KEY TASKS**

#### **Planning, Teaching & Class Management**

Teach allocated pupils by planning their teaching to achieve progression 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 attainment
- Be aware of and make provision for pupils are AEN/SEN, very able, LAC or who have other particular needs
- Providing clear structures for lesson maintaining pace, motivation and challenge
- Making effective use of assessment and ensure coverage of programmes of study
- 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, behaviour, standards of work and homework
- Using 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 pupils, and give attention to errors and misconceptions
  - III. 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 deployment 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 literacy and numeracy
  - 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 experience and play and talk as a vehicle for learning.

### **Monitoring, Assessment, 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 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 recognise the level at which the pupil is achieving
- Undertake assessment of pupils as requested by examination bodies, departmental and school procedures
- Prepare and present informative reports to parents.

### **Curriculum Development**

- Contribute to the whole school's planning activities
- Liaise with Key Stage Leader or Curriculum Leader to ensure the implementation of the school's Curriculum Development.

### **School Development**

- To promote equal opportunities within the school and to seek to ensure the implementation of the school's and Children's Services equal opportunities policies
- To promote within the school a culture in which all pupils, staff and parents feel confident in raising concerns relating to the welfare or safety of children and that those concerns will be heard and dealt with consistently, and to do this in accordance with the school's Child Protection Policy.

### **Other Professional Requirements**

- Have a good working knowledge of teachers' professional duties and legal responsibilities
- Operate at all times within the stated policies and practices of the school

- Have a good knowledge of subject(s) or specialism(s) to enable effective teaching
- Take into account wider curriculum developments
- 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
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school and pupils
- Contribute to the everyday life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school
- Take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and events with partner schools
- Take responsibility for own professional development and duties in relation to school policies and practices
- Liaise effectively with parents and governors.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document (STPCD), the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation. The job description should be read in conjunction with Annex 1 – Teachers' Standards (England) contained with the STPCD.

All staff have the responsibility for promoting the safeguarding and welfare of children. All staff should be aware of the Trust's Child Protection and Safeguarding Policy and work in accordance with this document at all times.

*This job description sets out the duties of the post at the time it was published. The hours and the job description may be modified depending on the needs of the Trust. The post holder may be required from time to time to undertake other duties within the Trust as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post. The priorities for each year will be reviewed against this job description annually through performance management meetings.*

*Please note that we are committed to safeguarding and promoting the welfare of our staff and pupils and expect all those who work with us to share this commitment. Successful applicants will need to undertake a DBS Enhanced Clearance check (Disclosure and Barring Service). We give high priority to promoting diversity throughout the Trust.*

## PERSON SPECIFICATION TEACHER

### Education & Qualifications

#### Essential Criteria

- DfE recognised teaching qualification
- A degree in related subject (Secondary)

### Key Skills & Abilities

#### Essential Criteria

- Ability to plan, prepare and assess programmes of work, appropriately differentiated, for the delivery of the curriculum
- Ability to communicate effectively with pupils, colleagues, parents and other stakeholders using data effectively in setting targets and understanding pupil progress
- Ability to teach a specialist subject across at least one key stage (Secondary) or the ability to direct the work of a teaching assistant (Primary)

### Knowledge & Experience

#### Essential Criteria

- Knowledge and understanding of recent developments in the curriculum with and the importance of literacy and numeracy across the curriculum.
- Knowledge and understanding of the particular requirements of delivering education to pupils with AEN/SEN, very able, LAC or who have other particular individual needs
- Knowledge of strategies which are necessary to promote purposeful learning and progress while safeguarding the welfare and health and safety of pupils working in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Understanding of the role of a form tutor (Secondary)

### Personal Attributes

#### Essential Criteria

- Evidence of ongoing professional development; attendance on courses, INSET, action research, personal study etc with an enthusiasm for running and involvement in, extra-curricular activities
- Commitment to safeguarding and promoting the welfare of children and young people working with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary

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