

Job description: Teacher UPS (Primary)

Location	Lincoln Carlton Academy
Contract term	Permanent
Pay range	UPS
Reporting to	Headteacher

Job purpose

- To fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- To be highly competent in all elements set out in the Teachers' Standards
- To ensure that own achievements and contributions to the school are substantial and sustained
- To be responsible for the learning and achievement of all students in the allocated classes
- To promote good progress and outcomes by all students

Main duties and responsibilities

Teaching & Learning

- To teach, according to their educational need, students assigned to you in the allocated classes, following the school's plans, curriculum and schemes of work
- To plan and prepare well-structured lessons and sequences of lessons, demonstrating flexibility, creativity and adaptability to ensure matching to learning objectives
- Promote good progress and outcomes by students
- Set high expectations which inspire, motivate and challenge students
- Set work to be carried out by students in school and elsewhere
- Mark student's work in a timely manner, in line with school marking policy
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned students
- Maintain and demonstrate excellent, thorough and up to date curriculum knowledge
- Promote high standards of literacy and numeracy across the curriculum
- Control and oversee the use of books and other resources provided for student usage
- Accurately register the attendance of students in your allocated classes
- Deploy resources effectively
- Have extensive knowledge and understanding of how to use and adapt a range of teaching, learning strategies, including personalising learning so that all students can achieve their potential
- Have extensive knowledge and well-informed understanding of assessment requirements and arrangements for the curriculum

Whole school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's and trust's policies, practices and procedures, so as to support the school's and trust's values and vision

- Make a positive contribution to the wider life of the school
- Work with others on curriculum and/or student development to secure co-ordinated outcomes
- Cover for absent colleagues, in accordance with school cover policy, when the person timetabled is unable to teach

Health, safety and discipline

- Promote the safety and well-being of students
- Maintain good order and discipline among students, managing behaviour effectively and in accordance with the school behaviour policy

Professional development

- Participate in arrangements made for the appraisal or review of your performance
- Actively engage with arrangements for your further training and professional development as a teacher, using the outcomes to improve student learning
- Where appropriate, take part in the appraisal and professional development of other teachers and support staff

Communication and working with others

- Communicate and consult with parents/carers of students
- Communicate and co-operate with external agencies
- Provide or contribute to oral and written assessments, reports and references relating to individual students and groups of students
- Deploy, direct and supervise Teaching Assistants and other support staff provided to support students in your allocated classes
- Coach and mentor other teachers, advising them and demonstrating effective teaching practice in support of their professional development
- Collaborate and work with colleagues and other relevant professionals within school, the trust and beyond the school
- Develop effective professional relationships with colleagues
- Make a positive contribution to the wider life of the school
- Participate and contribute to meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements

This job description will be supported by the school improvement plan which may identify key distinct tasks and responsibilities for this role in the school year. These will be derived from ongoing school self-evaluation and other local/ national priorities. The Postholder's duties must be carried out in compliance with the school's policies and procedures including child protection and safeguarding procedures.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Person specification: Teacher UPS (Primary)

Qualifications and training <i>Evidenced through: Application</i>	Essential	Desirable
<ul style="list-style-type: none"> • Good relevant degree • Qualified Teacher Status • Recent and relevant personal development 	✓	

Experience/employment record <i>Evidenced through: Application/ Interview/ References</i>	Essential	Desirable
<ul style="list-style-type: none"> • Teaching experience across [EYFS/KS1/KS2] • Evidence of a wider contribution to school life 	✓	
<ul style="list-style-type: none"> • Able to teach [EYFS/KS1/KS2] 		✓

Knowledge and skills <i>Evidenced through: Application/ Interview/ References</i>	Essential	Desirable
<ul style="list-style-type: none"> • Excellent, thorough and up to date curriculum knowledge • Knowledge of effective teaching and learning strategies • Thorough understanding of how children learn • Able to adapt teaching to meet student's needs • Thorough understanding and use of a range of effective behaviour management strategies • Confident using ICT to support learning • Able to build effective relationships with students • Coaching and mentoring other teachers 	✓	
<ul style="list-style-type: none"> • Delivery of CPD 		✓

Personal qualities <i>Evidenced through: Application/ Interview/ References</i>	Essential	Desirable
<ul style="list-style-type: none"> • Enthusiastic and a committed teacher • Excellent classroom practice • Ability to motivate, inspire and challenge students • Able to plan, prioritise and organise self • Commitment to raising standards • Calm, flexible, dependable and reliable 	✓	

<ul style="list-style-type: none"> • Good team player • Commitment to own further development • Drive and enthusiasm • Good interpersonal skills • Adaptable to change • Committed to inclusive, comprehensive education • Committed to promoting and safeguarding the welfare of young people • The ability to converse at ease with members of the public and provide advice and information in accurate spoken English 		
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