POST TITLE: Teacher	**GRADE** MPR – UPR
RESPONSIBLE TO: Curriculum Team Leader for MFL	
DATE: September 2022	

Responsible for No direct reports

Key liaisons
Trust School staff and leadership teams
Parents and students
External agencies
Visitors
Governors

Hours of Work Full time

PURPOSE OF ROLE

General Professional Duties

- A teacher who is not a Headteacher shall carry out the professional duties of a teacher as circumstances may require under the reasonable direction of the Headteacher.

Exercise of particular duties

- A teacher shall perform, in accordance with any directions which may reasonably be given to her/him by the Headteacher from time to time, such particular duties as may reasonably be assigned to her/him.

DUTIES

Professional duties

Teaching:

- In each case having regard to the curriculum for the school, and with a view to promoting the development of the abilities and aptitudes of the students in any class or group assigned to him/her.
- Planning and preparing courses and lessons;
- Teaching, according to their educational needs, the students assigned to him/her, including the setting and marking of work to be carried out by the student in school and elsewhere;
- Assessing, recording and reporting on the development, progress and attainment of students;

Other activities:

- Promoting the general progress and well-being of individual students and of any class or group of students assigned to her/him;
- Providing guidance and advice to students on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports;
- Making records of and reports on the personal and social needs of students;
- Communicating and consulting with the parents of students;
- Communicating and co-operating with persons or bodies outside the school; and
- Participating in meetings arranged for any of the purposes described above;

Assessments and reports:

- Providing or contributing to oral and written assessments, reports and references relating to individual students and groups of students;

Appraisal:

- Participating in arrangements made in accordance with regulations made under section 131 of the Act for the appraisal of his/her performance and that of other teachers;

Review, induction, further training and development:

- Reviewing from time to time his/her methods of teaching and programmes of work;
- Participating in arrangements for his/her further training and professional development as a teacher including undertaking training and professional development which aim to meet needs identified in appraisal objectives or in appraisal statements;
- In the case of a teacher serving an induction period pursuant to the Induction Regulations, participating in arrangements for his/her supervision and training;

Educational methods:

- Advising and co-operating with the Headteacher and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements;

Discipline, health and safety:

- Maintaining good order and discipline among the students and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere;

Staff meetings:

- Participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements;

Cover:

- Supervising and so far as practicable teaching any students whose teacher is not available to teach them providing that this does not exceed 38 hours in any school year and is in accordance with the school's Cover Procedures;

External examinations:

- Participating in arrangements for preparing students for external examinations, assessing students for the purposes of such examinations and recording and reporting such assessments; and participating in arrangements for students presentation for, and conducting, such examinations;
- A teacher is not required routinely to participate in any arrangements that do not call for the exercise of a teacher's professional skills and judgement, such as invigilation;

Management:

- Contributing to the selection for appointment and professional development of other teachers and support staff, including the induction and assessment of new teachers and teachers serving induction periods pursuant to the Induction Regulations;
- Assisting the Headteacher in carrying out threshold assessments of other teachers for whom she/he has management responsibility;
- Co-ordinating or managing the work of other staff; and
- Taking such part as may be required of him/her in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school;

Administration:

- Participating in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for the teachers in the school; and
- Attending assemblies, registering the attendance of students and supervising students, whether these duties are to be performed before, during or after school sessions.
- A teacher is not required routinely to undertake tasks of a clerical or administrative nature which do not call for the exercise of a teacher's professional skills and judgment.

Management time

- A teacher with leadership or management responsibilities shall be entitled, so far as is reasonably practicable, to a reasonable amount of time during school sessions for the purpose of discharging those responsibilities.

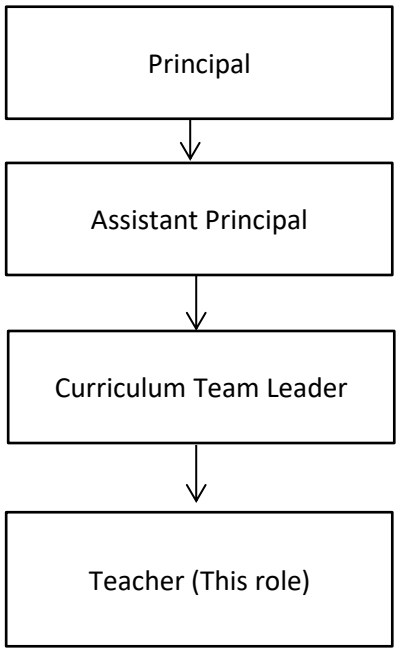
Working time

- A teacher employed full-time shall be available for work for 195 days in any school year, of which 190 days shall be days on which he/she may be required to teach students in addition to carrying out other duties; and those 195 days shall be specified by his/her employer or, if his/her employer so directs, by the Headteacher.
- Such a teacher shall be available to perform such duties at such times and such places as may be specified by the Headteacher for 1265 hours in any school year, those hours to be allocated reasonably throughout those days in the school year on which he is required to be available for work.
- Time spent in travelling to or from the place of work shall not count against the 1265 hours.
- Such a teacher shall not be required under her/his contract as a teacher to undertake midday supervision, and shall be allowed a break of reasonable length either between school sessions or between the hours of 12 noon and 2.00pm.
- Such a teacher shall, in addition to the requirements, work such reasonable additional hours as may be needed to enable her/him to discharge effectively her/his professional duties, including, in particular, his/her duties. The amount of time required for this purpose beyond the 1265 hours referred to in the Working Time paragraph (bullet point 2) and the times outside the 1265 specified hours at which duties shall be performed shall not be defined by the employer.

Guaranteed planning and preparation time

- A teacher shall be allowed reasonable periods of time ("PPA time") to enable her/him to carry out her/his duties which shall amount to not less than 10% of the teacher's time-tabled teaching time. A teacher shall not be required to carry out any other duties, including the provision of cover, during his/her PPA time.

Structure –



Data Protection and Safeguarding –Work within the requirements of Data Protection at all times

- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concerns
- Remain vigilant to ensure all students are protected from potential harm

General –The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.

- The post-holder will be expected to contribute to the protection and welfare of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.

- The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order. https://www.gov.uk/government/collections/dbs-filtering-guidance '

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Futura Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Your suitability to work with children and young people will form part of the selection process. For this post prior to appointment, Futura Learning Partnership will apply for an enhanced disclosure certificate from the Disclosure and Barring Service.

Person Specification - Teacher	**Essential (E) or Desirable (D)**
Education	
Qualified Teacher status	**E**
Successful completion of Induction year	**E**
Experience	
Evidence of suitability to work with children and young people	**E**
Knowledge of recent developments in learning and teaching	**E**
A good understanding of effective ways to facilitate learning	**E**
Familiar with the National Curriculum framework for your subject	**E**
Knowledge of recent developments in learning and teaching	**E**
Secondary school teaching across the age and ability range from Yr7 to 'A' Level	**D**
Knowledge and Understanding	
Good knowledge of National Curriculum for your subject	**E**
Good understanding of Assessment for Learning practice	**E**
A clear understanding of the place of your subject within the whole curriculum	**E**
Knowledge and understanding of differentiation	**E**
Skills	
Demonstrate excellent classroom management and teaching skills	**E**
Ability to establish good relationships within the team, with other colleagues and with students	**E**
Effective communication skills, both written and oral	**E**
Excellent use of ICT as a teaching and admin tool	**E**
Attributes	
Positive approach to school self-evaluation and an insistence on high standards	**E**
Demonstrable commitment to implementation of whole school policies and procedures	**E**
A 'can do' attitude	**E**
Keen to develop links across the curriculum	**D**
Committed to the Futura Learning Partnership aims	**E**
Committed to Equality and Diversity	**E**
Committed to own continuing professional development	**E**
Other	
Good sense of humour	**E**