

# Job Description

## MAIN PURPOSE

To be responsible for achieving the best possible standards in work and conduct for all pupils in the class and to promote and safeguard the welfare of all pupils within the school.

## DUTIES AND RESPONSIBILITIES

All Teachers are required to carry out the duties of a school teacher as set out in the current 'School Teachers' Pay and Conditions Document' and all Teachers job descriptions are linked to the DfE Teachers' Standards 2012. Teachers' work performance will be assessed against the Teachers' Standards as part of the performance management process.

The post holder shall:

### Set high expectations which inspire motivate and challenge pupils

- Teach pupils across the age and ability range
- Establish clear targets for achievement and evaluate progress through the use of appropriate assessments and take into account analysis of these data
- Prepare, develop and deliver teaching programmes using materials and techniques which will engage and stimulate pupils of all abilities.
- Give pupils regular feedback, both orally and through accurate marking and encourage pupils to respond to the feedback, reflect on progress and take a responsible and conscientious attitude to their own work and study.

### Promote good progress and outcomes by pupils

- Monitor the personal and social development, health and welfare of each pupil in the class
- Have a thorough knowledge of all pupils in the class through data provided, and contact with pupils, parents and staff colleagues as appropriate
- Be aware of the relevant curriculum for all pupils in the class and monitor the academic progress of pupils through their reports, studies, grades and contact with other teachers.
- Encourage and be aware of the involvement of pupils in the school's extracurricular activities.
- Be aware of pupils' capabilities and prior knowledge. Plan teaching to build on these, demonstrating knowledge and understanding of how pupils learn.
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions and to underpin good quality teaching and learning.

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## Demonstrate good subject and curriculum knowledge

- Maintain a secure up-to-date knowledge of relevant subject areas through participation in training and development opportunities identified by the school or as an outcome of the appraisal process.
- Deliver the curriculum as relevant to the age and ability of the pupils.
- Set appropriate homework in line with school policy and the homework timetable.
- Support the development the pupils' reading, writing, mathematics and communication skills through the curriculum.
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English at all times.

## Plan and teach well-structured lessons

- Contribute to the development of schemes of work.
- Engage in short, medium and long term planning of lessons and sequences of lessons.
- Demonstrate a clear understanding of appropriate teaching strategies relevant to the age and abilities within the group.
- Plan and undertake enrichment & extension activities where possible to consolidate and extend the knowledge and understanding pupils have acquired.

## Adapt teaching to respond to the strengths and needs of all pupils

- Monitor the progress of groups to close any gaps between them.
- Teach lesson which meet the needs of all learners

## Make accurate and productive use of assessment

- Use formative and summative assessment opportunities to maximise pupils' progress.
- Use relevant data to monitor progress, set targets, set homework and plan subsequent lessons.

## Manage behaviour effectively to ensure a good and safe learning environment

- Implement whole school strategies to support behaviour for learning.
- Carry out morning afternoon and break time duties as directed.
- Establish a framework for discipline with a range of strategies using praise, sanctions and rewards consistently and fairly.
- Maintain good relationships with pupils, exercise appropriate authority and act decisively as necessary.
- Be a positive role model and consistently demonstrate the positive attitudes, values and behaviour which are expected of pupils.
- Promote and safeguard the welfare of all pupils within the school, raising any concerns in accordance with the school's protocols and procedures.

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## Fulfil wider professional responsibilities

- Support the school's Initial Teacher Training activity as appropriate.
- Take opportunities to develop professionally and share good practice to develop consistently high standards of teaching and learning.
- Work collaboratively with our partner schools to support pupils' transition.
- Facilitate the work of support staff to enhance pupils' progress.
- Work collaboratively with parents and carers to support pupils' progress.
- Support pupils to develop wider key skills.
- Uphold all school and Enhance Academy Trust policies.
- Attend and actively participate in meetings.
- Make a positive contribution to the wider life and ethos of the school.

# Person Specification

| <b>Knowledge, Experience and Skills</b>  |                                       |                       |
|--|---------------------------------------|-----------------------|
|  | <b>Essential (E) or Desirable (D)</b> | <b>How Identified</b> |
| <b>Qualifications</b>  |                                       |                       |
| Qualified Teacher Status   | E                                     | A                     |
| Evidence of continuous professional development  | E                                     | A                     |
| Ambition to become a middle leader   | D                                     | A                     |
| <b>Experience</b>  |                                       |                       |
| Experience of teaching in Key Stage Two  | E                                     | A, I, R               |
| Experience of teaching in more than one Key Stage  | D                                     | A, I, R               |
| Experience of leading a subject  | E                                     | A, I, R               |
| <b>Knowledge and Understanding</b>   |                                       |                       |
| Understanding of the National Curriculum   | E                                     | A, I, R               |
| Ability to deliver well planned and stimulating lessons across the curriculum and ability range                          | E                                     | A, I, R               |
| Knowledge and understanding of effective behaviour management strategies and the ability to put these into practice      | E                                     | A, I, R               |
| Knowledge of what constitutes effective teaching and learning  | E                                     | A, I, R               |
| Knowledge of SEN Code of Practice  | E                                     | A, I, R               |
| Knowledge of the teaching of phonics   | E                                     | A, I, R               |
| Ability to use strategies needed to establish consistently high standards of behaviour                                   | E                                     | A, I, R               |
| Ability to lead a subject throughout school  | E                                     | A, I, R               |
| <b>Skills</b>  |                                       |                       |
| Able to play a full and active role in a team  | E                                     | A, R                  |
| Clear understanding of expectations, accountability and consistency  | E                                     | A, I, R               |
| Aligned with the values of Enhance Academy Trust   | E                                     | A, I, R               |
| Commitment to safeguarding and welfare of pupils   | E                                     | A, I, R               |
| Excellent classroom practitioner   | E                                     | A, I, R               |
| Effective and systematic behaviour management, with clear expectations and the consistent use of praise and consequences | E                                     | A, I, R               |
| Excellent communication, planning and organisational skills  | E                                     | A, I, R               |
| <b>Fulfil Wider Professional Responsibilities</b>  |                                       |                       |
| Understand when and how to seek advice and support   | E                                     | A                     |
| Able to develop and maintain effective relationships with pupils, staff, parents, governors and the wider community      | E                                     | A, R                  |
| Committed to own professional development  | E                                     | A, I, R               |
| Ability to reflect on own practice and identify areas for development  | E                                     | A, I, R               |
| <b>Personal Qualities and Attributes</b>   |                                       |                       |
| Integrity  | E                                     | A, R                  |
| Warmth and humour  | E                                     | A, I, R               |
| Self-motivated   | E                                     | A, R                  |
| Enjoys a challenge   | E                                     | A, R                  |
| Enthusiastic and optimistic  | E                                     | A, I, R               |
| A team player with a can-do attitude   | E                                     | A, R                  |

A = Application Form

I = Interview Process

R = Reference

# Next Steps

## Further Details

For further details about the role, to arrange an informal conversation or to arrange a visit to the school, please contact Thomas Burns, Executive Headteacher, or to arrange a visit to our wonderful school, please contact [office@leptonschool.co.uk](mailto:office@leptonschool.co.uk) telephone on 01484 600384.

## To Apply

Applicants will need to use the link below to complete online application form.

## Selection Timeline

**Closing Date:** Monday 3<sup>rd</sup> February at 12pm

**Shortlisting:** Monday 3<sup>rd</sup> February pm

**Interviews:** Wednesday 12<sup>th</sup> February