Richard Barnes Academy

TDET
Thomas Deacon Education Trust

Job Description

Job Title	Primary Teacher (Including EYFS)
Reports to	Deputy Head of Campus
Line Management of	N/A
Working Hours & Pattern	Full Time
Salary / Grade	MPS/UPS
Date Last Evaluated	February 2022
Core Purpose	To teach and develop their teaching in order to maximise learning for every individual learner. To participate, as appropriate, in pastoral care arrangements so that each pupil is well supported to be the 'best that they can be'. To participate, as appropriate, in extra-curricular enrichment for the benefit of our learners. To follow policies and procedures, and from time to time participate in their review.

Key Responsibilities
• Teach the relevant subject, according to students' educational needs, following the curriculum and Schemes of Work within the Academy. • Having regard to the curriculum to promote the development of the abilities and aptitudes of the students in any class or groups assigned. • Carry out planning, course preparation, marking, and assessment of learner work, in line with Academy policy. • Collaborate and work with other teachers on the preparation and development of teaching programmes, methods of teaching and assessment, and pastoral arrangements. • Maintain positive behaviour and discipline among learners by following the Academy's Behaviour Policy and safeguarding their Health and Safety both when they are authorised to be on the Academy premises, and when they are engaged in extra-curricular activities. • Carry out other teaching activities to include the provision and guidance to pupils on educational and social matters. Communicate and consult with parents and outside bodies where appropriate and attend associated meetings. • Provide or contribute to oral and written assessment reports relating to individual learners or groups. • Participate in the review of your teaching programmes and methods of work, development of course materials and programmes, and participate in arrangements for further training and professional development. • Provide teaching support and cover, within the agreed guidelines, where the teacher is not available to teach. • Participate in appropriate administrative and organisational tasks relating to teaching duties, attending assemblies, and register attendance. • Maintain an accurate register of attendance and do everything possible to

encourage good attendance.
- Lead and participate in timetabled extra-curricular activities.

General Responsibilities

- Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Create and maintain positive and supportive relationships with staff, parents, business, community, and other stakeholders.
- Be aware of the School's duty of care in relation to staff, students, and visitors, and to comply with all health and safety policies at all times.
- To engage with appropriate training opportunities to promote professional effectiveness in this role.
- Participate in the ongoing development, implementation, and monitoring of the Trust and Academy Improvement Plans.
- To treat all information acquired through employment, both formally and informally, in strict confidence.
- To be aware of the School's responsibilities under the General Data Protection Regulations (GDPR) for the security, accuracy, and relevance of personal data held on such systems and ensure that all processes comply with this.
- Be aware of and comply with policies and procedures relating to child protection, reporting all concerns to the Designated Safeguarding Lead.
- Be aware of and comply with the Codes of Conduct, regulations and policies of the Trust and the Academy, and its commitment to equal opportunities.

Trust Responsibilities

In addition to the specific responsibilities of this post, every member of staff at the Trust will commit to:

- Providing a courteous and efficient service at all times.
- Using their influence with other staff and students to promote high standards of behaviour and order within the Trust.
- Working to maintain the Trust at the forefront of educational practice.
- Fostering and sustaining a culture of leadership and creativity within all aspects of the Trust's operation.
- Promote the safeguarding of all learners.

The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time with Academy approval.

Note: Every job description in the organisation will be subject to a review either:

- **On an annual basis at the time of the annual appraisal meeting, or**
- **As a result of a change in strategic direction, or**
- **As a result of team/operational requirements.**

It is the shared responsibility of the post holder and their manager to ensure that the job descriptionis kept up to date.

Person Specification

Attribute	Essential or Desirable	Assessment
Qualifications		
Recognised teaching qualification and Qualified Teacher Status (QTS) - Where overseas trained, appropriate NARIC certificates must be provided and any qualifications must be at least equivalent to UK	**E**	**A**
Degree in relevant subject(s)	**E**	**A**
Further degree (e.g. Masters)	**D**	**A**
Knowledge and Understanding		
The subject(s) to be taught, at a level and breadth sufficient to challenge the most able students and achieve high outcomes throughout all key stages.	**E**	**A/I/L/R**
The National Curriculum and National Literacy and Numeracy Strategies for the appropriate Key Stage(s).	**E**	**I/L/R**
Effective teaching and learning styles, including the theory and practice to implement effectively for the individual needs of all children.	**E**	**A/I/L**
The monitoring, assessment, recording and reporting of student progress.	**E**	**A/I/R**
The statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN and Child Protection.	**E**	**A/I**
Effective strategies for working with students with Special Educational Needs, including Gifted & Talented students.	**D**	**A/I**
Recent, relevant curriculum developments in the subject area and their impact on teaching and learning.	**D**	**A/I**
The 'Help Children Achieve More' agenda and its application in the school environment.	**D**	**A**
Skills and Abilities		
Promote a positive and inclusive Academy identity for all students.	**E**	**A/I**
Establish a purposeful learning environment where all pupils feel secure and confident.	**E**	**A/I/L**
Set high expectations for all students and demonstrate a commitment to raising educational achievement.	**E**	**A/I/L**
Plan and implement an effective teaching programme, including the assessment of all students, creating appropriate records.	**E**	**A/I**
Inspire and enthuse young people by creating high-quality learning opportunities and use effective strategies to monitor and promote student motivation and morale.	**E**	**A/I/L**
Effectively deliver a range of inclusive teaching and learning strategies to maximise progress and achievement and offer equality of access to the curriculum for all students.	**E**	**A/I/L/R**
Use ICT effectively as an integral part of teaching and learning.	**E**	**A/I/L/R**
Organise own work effectively to meet deadlines, including student assessment and provision of reports to parents, staff and other internal and external stakeholders.	**E**	**A/I/L/R**

Build effective relationships with colleagues and to be an active team member within the House.	**E**	**A/I/R**
Establish and develop good relationships with students, parents and external organisations.	**E**	**A/I/R**
Manage difficult situations and deal with sensitive issues tactfully and diplomatically.	**E**	**A/I**
Adapt to change and the introduction of new working practices.	**E**	**A/I/R**
Develop strategies for creating links with the community and external organisations.	**D**	**A/I**
Experience		
Delivering student-centred learning in chosen subject(s) at Key Stage 1 and/or 2.	**E**	**A/I**
Experience of delivering student- centred learning at EYFS	**D**	**A/I**
Experience of utilising trauma informed practices within your practice	**D**	**A/I/L**
Planning, designing and delivering schemes of work to national exam board/course specifications.	**E**	**A/I/L**
Personal Commitment		
Demonstrate and adhere to TDET and Academy's Core Values.	**E**	**A/I**
Commitment to equality and diversity in the workplace.	**E**	**A**
Adhere to GDPR guidelines and the Academy's internal procedures.	**E**	**A**
Adhere to the Academy's Safeguarding and Prevent policy and procedures.	**E**	**A/I**
Adhere to TDET's Health and Safety policy and procedures.	**E**	**A**

Assessment methods

A – Application I – Interview T – Task/Activity L – Lesson Observation R – References