



Job Description - Teacher

Context

All teaching staff are expected to meet and demonstrate the relevant National Standards for Teachers available at:

<https://www.gov.uk/government/publications/teachers-standards>

Purpose

To deliver the highest quality of Teaching & Learning through being an effective teacher who challenges and supports all pupils to achieve their best by:

- Inspiring trust and confidence in pupils and colleagues
- Building team commitment amongst pupils and colleagues
- Engaging and motivating pupils
- Analytical thinking
- Taking positive action to improve the quality of pupils' learning
- Demonstrates pride in belonging to George Hastwell School

Main Duties

1. To maintain a thorough and up-to-date knowledge of teaching across the curriculum and to take account of wider educational developments relevant to your work
2. To plan lessons and sequences of lessons to meet the individual, personal and academic developmental needs of pupils and so build their capacity as independent learners
3. To use and analyse information based upon prior achievement to establish and set expectations, targets and action plans for pupils in your teaching
4. To assess, monitor and record progress of pupils in your teaching group; giving them constructive feedback and advice
5. To enable pupils to achieve relative to their prior achievement and to make progress that is good or better
6. To communicate and discuss pupils' progress with parents and, where appropriate, to communicate and cooperate with persons or bodies outside the school

7. To take responsibility for your own Professional Development within the context of the school's Continuing Professional Development policy, and use the outcomes to improve your teaching and your pupils' learning
8. To take account in all aspects of your work the Every Child Matters agenda
9. To ensure the effective and efficient deployment of classroom support
10. To maintain high standards of display and care of furniture and fittings in teaching rooms, communal areas, offices and changing rooms where applicable
11. To alert appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved
12. To use a range of appropriate strategies and follow school policies for teaching, behaviour support and classroom management

Subject leadership and School Wide Duties

1. To cooperate with colleagues to ensure a sharing and effective use of resources to benefit the school, department and pupils and inform the process of ordering and allocation of equipment and materials.
2. To take an active part in discussion and decision-making processes
3. Contribute to the development of Schemes of Work, teaching resources and assessment programmes
4. To take part in liaison activities, such as Open Evenings, Parents' Evenings, review days and liaison events with other schools, and to contribute to the development of effective links with external agencies
5. To follow agreed policies for communications in the school
6. To engage actively in the school's appraisal process
7. To make an active contribution to the development of the school's policies, including subject development plans and the overall School Improvement Plan
8. To contribute to the process of school self-evaluation as it relates to School Improvement and Ofsted requirements, taking full account of quality standards and performance criteria
9. Promote good relationships with parents
10. Promote, deliver and plan extra-curricular activities where applicable

School Ethos and Values

1. To conduct oneself in a manner befitting a teacher at all times, ensuring behaviours that display positivity to others
2. To make maximum use of opportunities to generate a culture of celebration and praise amongst the staff and pupils of the school
3. Promote the health, welfare and emotional well-being of all pupils
4. Promote equality of opportunity for all pupils and staff

Other Duties

1. To support the achievement of the school's objectives by working proactively with colleagues on projects or activities outside direct area of responsibility as required
2. To follow the school's ICT policy for safe use of ICT
3. To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policies
4. To comply with legislation, policies and procedures relating to confidentiality and data protection, reporting any concerns to the appropriate person
5. To work in compliance with the Codes of Conduct, Regulations and policies of the school and its commitment to equal opportunities
6. To comply with the school's Health & Safety policy and statutory requirements
7. To undertake any other duties not detailed above as specified in the School Teachers' Pay and Conditions document.

This is not an exhaustive list of duties; they may be varied from time to time without changing the general character of the job or the level of responsibility. A high degree of flexibility and adaptability is an important element of this role.

Person Specification - Classroom teacher (MPR + SEN1 allowance)

	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> • Qualified Teacher Status • A DBS disclosure (completed on appointment) • Proven suitability to work with children and young people • Have experience of working with children with a range of special educational needs and be able to provide positive and targeted support 	<p>Experience of teaching in a special education setting</p> <p>Further study or degree with SEN focus</p>
Knowledge and understanding	<ul style="list-style-type: none"> • Demonstrate good subject and curriculum knowledge • Ability to lead a subject area across the whole school. • Knowledge of special educational needs and the SEND Code of Practice • Understanding of how to adapt teaching to ensure it is relevant, practical and promotes independence • Able to communicate well with pupils of a wide variety of needs, and adapt spoken language to the individual pupil 	
Planning and setting expectations	<ul style="list-style-type: none"> • Be able to identify clear learning objectives, content, lesson structures and sequences according to the subject matter and the pupils being taught • Be able to set clear targets for pupils' learning, building on prior achievement • Be able to support Education Health Care Plan objectives and keep effective records 	
Teaching and managing pupil learning	<ul style="list-style-type: none"> • Effective teaching of whole class, groups and individuals so that teaching objectives are met • Effective use of differentiation and individual approaches to pupils • Set high expectations for pupil behaviour, establishing and maintaining a good standard of discipline • Use teaching methods which keep pupils engaged, including stimulating pupils' curiosity, targeted questioning, clear presentation and creative use of resources 	<p>Knowledge and understanding of communication strategies for example, PECS, intensive interaction, augmentative and alternate communication</p> <p>Makaton signing</p> <p>Have received behaviour support training and / or</p> <p>Team Teach training</p>
Assessment and evaluation	<ul style="list-style-type: none"> • Be able to assess how well learning objectives have been achieved and use this assessment for future teaching • Mark and monitor pupils' work, providing constructive oral and written feedback, setting targets for pupils' progress 	

Pupil achievement	<ul style="list-style-type: none"> • Be able to secure progress towards pupil targets • Be able to demonstrate that, as a result of teaching, pupils achieve well • Be able to enter data into a computerised assessment system 	Knowledge SOLAR, CPOMS assessment and trackers
Relationships	<ul style="list-style-type: none"> • Have regard to safeguard pupils' well-being, in accordance with statutory provisions • Develop good personal relationships with colleagues and work effectively as part of a team • Understand the need to liaise with outside agencies responsible for pupil welfare and health needs • Establish and develop close relationships with parents, governors and the community • Prepare and present informative reports to parents • Communicate effectively (both orally and in writing) to a variety of audiences 	
Managing own performance and professional development	<ul style="list-style-type: none"> • Take responsibility for your own professional development and keep up-to-date with research and developments • Evidence of recent continuous professional development • Understand your professional responsibilities in relation to school policies and practices • Set a good example in terms of your presentation and personal conduct • Be able to evaluate your own teaching critically and use this to improve effectiveness 	
Managing and developing staff and other adults	<ul style="list-style-type: none"> • Establish effective working relationships with professional colleagues including support staff and outside agencies 	
Personal qualities and attributes	<ul style="list-style-type: none"> • Approachable • Committed • Enthusiastic • Flexible • Able to motivate self and others • Calm under pressure • Sense of humour • Resilient • Open to new ideas and changing circumstances • Excellent personal literacy, numeracy and ICT skills 	