

# Job Description

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**Job Title:** Teacher

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**Location:** Charles Darwin Primary

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<b>Job title</b>	<b>Teacher</b>
<b>Salary Scale</b>	<b>MPS/UPS</b>
<b>Hours of Work</b>	<b>Full time – 32.5 hours per week</b>
<b>Weeks Worked</b>	<b>52</b>
<b>Responsible to</b>	<b>Phase Leader / Assistant Principal</b>
<b>Location</b>	<b>Charles Darwin Primary</b>

**Main purpose of the role**

- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential
- To monitor and support overall progress and development of students as a teacher and therefore contribute to raising standards of student attainment
- To offer active support for the School’s Policy and Procedures taking into account Teachers’ Standards standard 7

**Organisational relationships**

- Responsible to Phase Leader / Assistant Principal

**Principal accountabilities and responsibilities**

<b>Overall</b>	<ul style="list-style-type: none"> <li>• To teach students according to their educational needs</li> <li>• To assess, record and report on the attendance, progress, development and attainment of students and to keep and provide records as required</li> <li>• To contribute to reports, references and assessments of students as required</li> <li>• To ensure that ICT, literacy and numeracy opportunities are provided within lessons</li> <li>• To ensure a high quality learning experience for students which meets internal and external quality standards</li> <li>• To prepare and update subject materials</li> <li>• To use a variety of learning and teaching methods which will stimulate learning appropriate to the students’ needs and the demands of the specification</li> <li>• To maintain discipline in accordance with the Primary’s procedures to encourage attendance, punctuality, good behaviour and good standards of work and homework</li> <li>• To undertake assessment of students’ work in accordance with the requirements of external moderation and assessments.</li> <li>• To deploy Teaching Assistants and resources effectively within the learning environment</li> <li>• To work as a member of a phase team.</li> <li>• To assist in the development of Schemes of Work and relevant resources and whole School Policies as appropriate</li> </ul>
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	<ul style="list-style-type: none"> <li>• To assist in the process of curriculum development and change in line with the Primary’s strategic aims and core values.</li> <li>• To contribute to and implement the Annual Development Plan</li> <li>• To plan and prepare lessons</li> <li>• To contribute to whole school planning activities</li> <li>• To take part in the Staff Development Programme</li> <li>• To engage actively in the Performance Management process</li> <li>• To help implement Free School quality procedures and adhere to those</li> <li>• To contribute to the monitoring and evaluation procedures within the Primary – including evaluation against quality standards and performance criteria</li> <li>• To take part in review, development and management of the curriculum, organisation and pastoral functions of the Primary</li> <li>• To maintain records and to provide up-to-date and accurate information for registers</li> <li>• To complete relevant documentation to assist in the tracking of students and to track student progress and use this information to inform teaching and learning</li> <li>• To communicate effectively with parents/carers/guardians as well as external agencies where appropriate and to follow agreed communication procedures</li> <li>• To take part in open evening and Parents Evening as appropriate</li> <li>• To promote the general progress and well-being of students and class as a whole.</li> <li>• To register students and accompany them to assemblies and encourage their full attendance at the Primary</li> <li>• To encourage student participation in wider school life</li> <li>• To contribute to and maintain student records for individuals within the form group and use these to encourage the student to take an active role in their learning in the Primary</li> <li>• To alert staff to problems experienced by students</li> <li>• To communicate with parents/carers and external bodies over matters connected to the learning and well-being of the students</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>• To play a full part in the life of the Primary community and support the ethos, aims and mission statement of the Primary and encourage others to follow this example</li> <li>• To support the Primary in the elective programme.</li> <li>• To promote actively the Primary corporate policies</li> <li>• To promote personal development as agreed</li> <li>• To comply with the Primary health and safety policy and practice</li> </ul>

### Employee commitments

All employees will commit to the following key areas:

- [The vision, values and key principles of the Trust](#)
- [Equality, Diversity and Inclusion](#)
- In any way possible, in accordance with the role, support students to achieve their potential
- In any way possible, in accordance with the role, improve standards of education
- [Support the inclusion agenda](#)

## Performance Management

Participating in the Trust's arrangements for performance management, professional development and the Trust's arrangements for quality assurance and internal verification.

## Context

All staff are part of the whole Trust team. Each individual is required to support the values and ethos of the Trust and Trust priorities as defined in the Trust Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

## Miscellaneous

To undertake any further tasks which could be reasonably expected by the Trust. The Data Protection Act 2018 renders an individual liable for prosecution in the event of an unauthorised disclosure of information. The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should be aware of this and the need to act accordingly. The Trust will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is a requirement of the post holder to make positive efforts to maintain their personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

This is an Equal Opportunities post and is in accordance with the Trust's Equality and Diversity Policy. This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

**The Inspiration Trust is committed to protecting the welfare of children and young people. Due to the nature of this role, it will be necessary for the appropriate level of DBS (Disclosure and Barring Service) to be undertaken. It is essential you to disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are “spend” under the provisions of the Act.**

Person Specification	Essential	Desirable
Qualifications	<ul style="list-style-type: none"><li>Qualified Teacher Status</li><li>Undergraduate Degree</li></ul>	<ul style="list-style-type: none"><li>Masters Degree</li><li>Evidence of continuous INSET and commitment to further professional development.</li></ul>

<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of teaching the relevant phase in a primary school.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience teaching a knowledge rich curriculum</li> <li>• Teaching across the whole primary age range; working in partnership with parents.</li> <li>• ReadWriteInc</li> </ul>
<b>Skills, Knowledge</b>	<ul style="list-style-type: none"> <li>• Promote the Academy’s aims positively, and use effective strategies to monitor motivation and morale;</li> <li>• Develop good personal relationships within a team;</li> <li>• Establish and develop close relationships with parents, governors and the community;</li> <li>• Communicate effectively (both orally and in writing) and be approachable to a variety of audiences;</li> <li>• Work in an organised manner, committed to the task in hand</li> <li>• Be resourceful, enthusiastic and patient to create a happy, challenging and effective learning environment.</li> <li>• The theory and practice of providing effectively for the individual needs of all students</li> <li>• The monitoring, assessment, recording and reporting of pupils’ progress</li> <li>• The statutory requirements of legislation concerning Equal Opportunities, Health &amp; Safety, SEND and Child Protection;</li> <li>• Effective teaching and learning styles.</li> </ul>	<ul style="list-style-type: none"> <li>• Develop strategies for creating community links within and beyond the Trust.</li> <li>• Able to develop strategies for creating community links.</li> <li>• Advanced qualifications/experience in behaviour management, pedagogy, EAL or SEND.</li> </ul>

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**Signature .....**

**Date .....**

**Name .....**