

Job Title: TEACHER
Responsible to: The Executive Head Teacher/Deputy Head Teacher
Responsible for: Early Years Educators, Early Years Assistants

To work with the Executive Head Teacher in providing leadership and management of the federation; the pupils, staff and premises.

Job Description

When children are provided with a stimulating, age and stage appropriate and inclusive learning environment they are able to share their achievements with families, friends and the team. It is our aim to provide an integrated service (education and care) where we are able to respond to children's specific needs to ensure a happy childhood and to develop a life long disposition to learning.

The appointment is subject to the current conditions of employment of school teachers contained in the current School Teachers' Pay and Conditions Document, other current educational and employment legislation and the School's Articles of Government.

The Teacher will:

- The Teacher provides support for the Executive Head Teacher, Deputy Executive Head Teacher, Assistant Head Teacher and Senior Teacher in the day to day running of the school and will deputise in their absence and with the support from other staff.

Class teacher responsibilities: For up to 90% of the working week

- To carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document and by example set a high standard of preparation, organisation and delivery of learning experiences, providing an excellent professional role model of early years practice.

Strategy

- To support the Executive Head Teacher in formulating and reviewing the aims, objectives policies and procedures in the context of the specific needs of the federation and relevant statutory obligations, including those relating to equality of opportunity in employment, inclusion and safeguarding and service delivery.
- To support the Executive Head Teacher in providing a clear educational vision ethos and direction for the federation that promotes learning and the spiritual, moral, social and cultural development of children.
- To work with all staff with regard to the welfare of pupils so that each child feels valued and is able to develop creatively, individually and with enthusiasm for learning.
- To assist the Executive Head Teacher in formulating the School Development Plan and under the direction of the Executive Head Teacher take responsibility for the management of tasks identified in the School Development Plan.
- To support and maintain equality of opportunity for all children, their parents and carers and the staff.
- To assist the Executive Head Teacher in ensuring the efficient and effective use of staff, accommodation and learning resources to meet the overall aims, values and objectives of the school and to contribute to the efficient organisation, management and supervision of school routines, allocating duties and responsibilities to staff.
- To support staff in their curriculum role

Key Tasks and Activities

- Liaise with the Assistant Head Teacher or Senior Teacher for all matters relating to the school in the absence of the Executive Head Teacher or Deputy Head Teacher.
- Work flexibly to assist the smooth day to day management of the school working closely with staff of all designations
- Teach across the schools, demonstrating excellence in professional classroom practice
- Assist the Executive Head Teacher / Deputy Head Teacher in monitoring and reviewing the quality of teaching and learning including assessment, recording, and reporting pupils' attainment to all statutory bodies.
- Assist the whole school self evaluation processes.
- Effectively lead the areas of responsibility developing policy and practice and ensuring effective self evaluation.
- Undertake professional training for all aspects and keep up to date with new initiatives across the curriculum.
- Maintain good communications between staff of all designations.
- Maintain a positive school ethos, be pro-active in the pastoral care of pupils and ensure the school's policy for behaviour and discipline is applied consistently and fairly by staff of all designations.
- Play a significant part in promoting and facilitating good relationships with parents and other agencies.
- Work pro-actively with outside agencies, community organisations, and other schools and promote the sharing of good practice.
- Support and encourage all staff at the school to find and use opportunities to support the development of the whole child through spiritual, moral, social and cultural activities.
- Advise other staff including NQTs, and students on teaching practice, and to lead inset for staff and governors when required to do so.
- Work with Bedford Borough Council on local and national initiatives.

Particular Specific Responsibilities

- Lead the development of curriculum areas
- Keep up to date with and pro-actively research initiatives to raise attainment in your selected areas.
- Take a lead in the implementation of strategies to raise attainment through excellent teaching and learning and being a model of this.
- Evaluate the attainment of groups of pupils and strategies to raise attainment.
- Assist in co-ordinating the professional development programme for the school. Support in the development of the coaching, mentoring and modelling work in the school.

People and Relationships

- To contribute to the effective induction of all children including home visits.
- To liaise with parents and other professional agencies to ensure that the children's welfare, both physical and emotional, is supported.
- Provide guidance and support to all members of staff, ensure that newly appointed staff receive any additional support needed and act as mentor to NQT and ITT students.
- To contribute to good management practice by ensuring positive staff motivation, participation, effective communication and procedures.
- To participate in arrangements made in accordance with the Regulations for the appraisal of the performance of teachers and support staff.
- To foster good relationships with staff, parents, carers, governors, LA representatives and the local community.

- To maintain and develop links with other schools in order to promote the continued security, well being and continuity of learning for the children.

School Premises

Working closely with the Executive Head Teacher to ensure that the School premises are maintained to a standard that meets the conditions laid down in Health and Safety Guidelines

Integrated Services

To work alongside and provide practical support to childcare staff.

Generic Responsibilities

To carry out all responsibilities with regard to the Council's Policy and Procedures as adopted by the Governing Body.

To comply with all Health and Safety at work and Safeguarding requirements as laid down by the employer.

Flexibility Clause

To undertake tasks of a similar nature and level as requested by the Executive Head Teacher

To be willing to work across the federation as required in the best interests of the children

Variation Clause

This is a description of the job as it is constituted at the date show below. It is the practice of the Authority to periodically examine job descriptions, update them ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the post holder.

January 2018