



Teacher

Job Description

Salary / grade range	M1 to M5
Location	Co-op Academy Medlock
Hours of Work	35 per week
Reports to	Headteacher and SLT
Responsible for	Teaching Assistants where applicable

Purpose of role:

You will be responsible for the learning and achievement of all pupils ensuring inclusivity and equal opportunities for all. By establishing a stimulating learning environment, built on mutual trust, you will ensure each child achieves their full potential. Safeguarding will be your priority and you will maintain professional boundaries whilst ensuring the safety of children at all times. You will work collaboratively with parents, carers, colleagues and the Leadership Team to enhance and extend learning opportunities for all and ensure pupil well being. You will work within statutory frameworks using your knowledge and understanding of the Teachers Standards in both your professional and personal conduct.

Key accountabilities (and specific duties / responsibilities):

Teaching

- Be responsible for the planning and preparation of teaching materials and programmes, ensuring they are regularly reviewed and developed
- Deliver the curriculum successfully according to age, ability and subject
- Be accountable for the attainment, progress and outcomes of pupils
- Understand and support the needs of all pupils, including those with Special Educational Needs and/or Disabilities (SEND); gifted and talented; English as Additional Language (EAL)
- Take responsibility for promoting high standards of literacy and numeracy and using appropriate teaching methods to enhance learning in these areas
- Use a range of observation, assessment, monitoring and recording strategies to assess learners progress and levels of attainment
- Use your assessment data to develop and plan lessons and individual pupil targets
- Use a variety of methods to give pupils regular direct feedback and support them to reflect on their progress and understand their own learning needs.



- Use homework and other out-of-class activities to confirm and extend pupils knowledge and understanding
- Participate in arrangements for examinations and assessments as required

Behaviour & Safety

- Register the attendance of pupils in an accurate and timely manner
- Establish a safe, purposeful and stimulating environment for all pupils
- Follow the framework for discipline and encouragement with a range of strategies, using sanctions and rewards consistently and fairly
- Be a positive role model to inspire, motivate and challenge pupils whilst exercising appropriate authority to manage behaviour
- Promote the importance of self control, emotional development and independence
- Carry out playground and other duties as directed
- Be responsible for the safeguarding and welfare of children at all times
- Be aware of and understand any individual medical needs and regular medication required for your class
- Ensure pupils needs are met with suitable pastoral arrangements

Team Working and Collaboration

- Participate in meetings/professional development opportunities including pastoral arrangements and assemblies
- Work as part of the team by sharing the development of effective practice with others
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the expectations of their role
- Cover for absent colleagues if required
- Communicate effectively with parents/carers with regard to pupils achievements and wellbeing using school systems and processes
- Communicate and cooperate with other schools, colleagues within the academy and relevant external bodies

General

- Must be eligible to work in the UK and willing to undertake an Enhanced DBS check
- Be aware of, understand and comply with policies and procedures relating to Health & Safety, Confidentiality and Data Protection, reporting all concerns to an appropriate person
- Must be committed to Child Protection by being aware of and understanding child protection processes and how to report safeguarding concerns in respect of children or vulnerable adults



- Support the overall ethos and aims of the school
- Have a professional manner that sets a good example to students and other staff
- Access and participate in all training and development opportunities as required including the appraisal process
- Carry out duties with full regard to Co-operative Academies and Co-op Academy Medlock's policies and procedures and the 'Our Ways of Being'
- Be aware of, and support, differences and ensure equal opportunities for all.

Person Specification

Personal attributes required (based on job description):		
Attributes	E = Essential D = Desirable	How measured - Application form (A), interview (I) test (T)
Qualifications <ul style="list-style-type: none"> • Qualified Teacher Status 	E	A / I
Experience <ul style="list-style-type: none"> • Experience of creating a challenging and engaging learning environment • Experience of managing and promoting positive behaviour among pupils • Experience of monitoring, recording and reporting on pupils progress • Experience of developing effective professional relationships with parents, governors and the community • Experience teaching in an inner city school • Experience teaching in the relevant key stage and year group • Experience teaching children with additional needs 	E E E E D D D	A / I / T A / I / T A / I A / I A / I A / I A / I
Skills, Abilities, Knowledge <ul style="list-style-type: none"> • Knowledge, understanding and application 	E	A / I



of the National Curriculum requirements for Primary Schools		
• Excellent organisation skills with a resourceful approach to challenges and budget constraints	E	A / I
• The ability to ensure that services are equally accessible and appropriate to meet the diverse needs of pupils and their parents/carers	E	A / I
• Effective verbal and written communication skills	E	A / I / T
• Ability to develop good personal relationships within a team	E	A / I
• Strong IT skills	E	A / I
• Able to use of Google Docs	D	A / I
Personal Qualities		
• Patient, empathetic and approachable manner that gets the best out of others	E	A / I
• A calm approach to challenging situations	E	A / I
• Commitment to Safeguarding and ensuring the well-being of children at all times	E	A / I
• Demonstration of and commitment to Co-op Ways of Being	E	A / I

Co-op Academies Trust is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.