Job Description

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| Establishment: Highfields Spencer Academy  |
| Post Title: Teacher (Maternity Cover) |
| Grade/Pay Range: M1 – M6 |
| Hours/weeks: Full Time |
| Reporting to: Principal  |
| Department/Team: Key Stage 1 |

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| Main Duties and Responsibilities Specific responsibilities include: **Professional Expectations*** Be part of a learning environment and have a love of learning for its own sake
* Be aware that learning is an interaction of numerous variables, most of which are personal
* Be aware that learning is an individual and subject process
* Know that learning is not linear
* Develop a vocabulary and agreed principles for constructive feedback for students and parents
* Make explicit your expectation of students
* At all times recognise and implement all school policies consistently and fairly, e.g. marking, spelling, report writing, homework
* Arrive on time, welcome students and start with encouraging and achievable activities
* Protect the learning of students by challenging all disruptive behaviour in the agreed manner and dealing with situations where the learning of students is being adversely affected
* Regularly review own performance and lesson content
* Have high academic and behavioural expectations for all students
* Know the learning needs of students and keep up to date with current knowledge and models of how we learn
* Produce lessons which encompass a wide variety of learning strategies
* Re-evaluate your work as a teacher in the light of student outcomes
* Provide opportunities for spiritual, moral and cultural development
* Promote an understanding of the use of ICT
* Advice, take advice from and liaise with support staff

**Teaching and Learning*** Provide regular opportunities during lesson for students to review their progress
* Be aware that there are numerous outcomes to any learning activity
* Start each lesson by communicating to the students a clear review of what has gone before, a preview of what is to come, specify the outcomes for the lesson in a motivational way
* Provide opportunities and activities which encourage independent learning skills
* Encourage students to challenge themselves and then learn from their mistakes
* Create a visually stimulating and helpful learning environment
* From subject specific schemes of work, produce lessons which are appropriate to the learning needs of individual classes
* Encourage peer coaching
* Be aware of the basic difference of how boys and girls learn, different intelligence and learning strategies
* Make effective use of comprehensive and differentiated schemes of work
* Engage emotions of students in the knowledge that learning has to engage the heart as well as the mind and that students have to want to learn
* Teach the student thinking skills
* Use appropriate strategies for delivering content
* Use examples which learners can readily recognise

**Mentoring and Student Progression*** Encourage students to keep a portfolio of success stories
* Carry out careful monitoring/assessment of students through accepted procedures, including attendance
* Through the careful marking of work, 1:1 sessions with students, written reports and parent consultations, offer regular and appropriate feedback which is authentic, specific and thorough and will help students meet their learning goals
* Ensure that students review their learning experiences in order to inform their future learning goals through the setting of personal performance targets
* Hold 1:1 mentoring interviews with students to reflect on successful outcomes and to set appropriate learning targets for improvement in line with school policy
* Provide opportunities for spiritual, moral and cultural development
* Promote an understanding of the use of ICT

**General*** The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate
* Work in a professional manner and with integrity and maintain confidentiality of records and information
* Maintain up to date knowledge in line with national changes and legislation as appropriate to the role
* Be aware of and comply with all Trust policies including in particular Health and Safety and Safeguarding
* Participate in the Trust Appraisal process and undertake professional development as required
* Adhere to all internal and external deadlines
* Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role
* These above mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust

**Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.** |
| Name of Postholder: |
| Signature: |
| Date: |

**Person Specification**

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|  | **Essential** | **Desirable** | **Evidenced by A,I,T** |
| **Qualifications and experience**  |  |
| * Qualified Teacher Status
* Degree in relevant subject
* Good honours degree
* Evidence of recent relevant professional development
* Evidence of excellent classroom practice
* Experience of using a wide variety of teaching and learning strategies across the key stages
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| **Knowledge and skills** |  |
| * Awareness of child protection agenda
* Knowledge of National Curriculum at Key Stage 1 and 2
* Committed to continued professional development
* Knowledge of how children learn
* Child protection training
* Understanding of cross-curricular activities
* Good communication skills
* Ability to work on own initiative or as part of a team
* Ability to enthuse and work with children of all ages, ability and aptitudes
* Ability to work effectively as a tutor and involvement in the delivery of PSHE
* Able to offer contributions to whole school/extra-curricular activities
* Able to assess pupil performance and set targets for future attainment
* Keen to develop and employ more effective teaching and learning strategies to maximise pupil performance
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| **Personal qualities** |  |
| * Likes working with children
* Demonstrates enthusiasm and sensitivity whilst working with others
* Excellent attendance and punctuality record
* Always meets deadlines
* Able to work on own initiative as well as part of a team
* ‘Professional’ role model
* High personal standards
* Innovative and able to stimulate initiative in others
* Provide positive and appropriate role model for students
* Forms and maintains appropriate relationships and personal boundaries with students
* Commitment to the highest standards of child protection and safeguarding
* Recognition of the importance of personal responsibility for health and safety
* Commitment to the Trust’s ethos, aims and whole community
* Ambitious
* Willing to go that ‘extra mile’.
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A=application I=Interview T=test