



TEACHING STAFF JOB DESCRIPTION

ROLE TITLE	Teacher
LOCATION	Westley Middle School (may be deployed to other locations within the Trust)
GRADE / SCALE POINT – SALARY	MPR/UPR
REPORTING TO	Head of School for his/her teaching duties, responsibilities and teaching tasks, and to the Deputy in the Head's absence. Day to day line manage will be conducted by the subject coordinator or year leader, as appropriate.

INTRODUCTION

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

All members of teaching staff are responsible personally and collectively for supporting students in becoming confident individuals, successful learners and responsible citizens, through:

- Modelling the core values of the school and wider Trust at all times;
- Nurturing pupils' passions and interests and stimulating their intellectual curiosity;
- Continuously raising pupils' aspirations and self-esteem;
- Contributing to the wider range of opportunities offered by and for the school community;
- Assuming responsibility (as required) for the learning progress of a specific group of individual pupils;
- Ensuring high outcomes for a cohort of pupils

All teachers are required to meet the national standards for teachers according to their role.

A Main Pay Range Teacher is required to be competent in all elements of the Teachers Standards, to discharge the Teachers Responsibilities as set out in the Contractual Framework for Teachers of the Schools Teachers Pay and Conditions Document and to act in accordance with the School's ethos, policies and practices, under the direction of the Head of School.

In addition to the duties and responsibilities of a Main Pay Range Teacher, an Upper Pay Range Teacher is required to be highly competent in all elements of the Teacher Standards, to ensure that your achievements and contribution to the School are substantial and sustained.

In line with the requirements of the School Teachers' Pay and Conditions Document (section 9), the post holder is responsible for the education and welfare of designated classes (and a tutor group if appropriate), having due regard to the requirements of the National Curriculum, the school's aims, objectives and schemes of work and the policies of the Governing Body. The post holder shares the corporate responsibility for the welfare of all students.



JOB PURPOSE

To actively pursue the agreed aims of the school and wider Trust, maintaining an outstanding educational ethos, care for the pupils and respect for colleagues whilst undertaking all duties in a professional manner. There is an expectation all staff colleagues will secure a good or better education for all pupils and the continuous improvement of teaching and learning in the school.

To make a positive contribution and support the ethos and culture of the school as defined by the Head of School.

To facilitate high standards of learning attainment and achievement by providing quality teaching within a safe and stimulating environment.

KEY TASKS & RESPONSIBILITIES

For all Teaching Posts

Curriculum, Teaching and Learning

- To plan and teach the subjects, classes and groups allocated by the Subject Leader and Senior Line Manager;
- To promote attainment and achievement at the highest level through effective teaching;
- To provide high quality teaching by following course outlines and schemes agreed by the subject team;
- To share in the development and schemes of work and resources within the subject area(s);
- To follow school and subject policies in relation to learning and teaching;
- To maintain a safe, positive, tidy and stimulating environment for learning and teaching;
- To support and implement policies and practices to promote positive student behaviour including maintaining good order and discipline;
- To set and mark homework tasks in line with the agreed policy and schedule;
- To assist in the identification of students with special needs and support the work of the SENDCO and Learning Support Assistants in writing and reviewing individual education plans;
- To contribute to the School Improvement Plan through direct time meetings and the discussion and review of Subject (and Year Teams) plans.

Assessment

- To work to the targets set for allocated classes and students;
- To maintain and monitor appropriate records of student progress and achievement including progress towards target levels;
- To assist the Subject Leader in ensuring that the Marking, Feedback and Assessment Policy is fully implemented and that progress checks and reports are completed to a high standard;
- To set homework regularly and ensure it receives prompt attention and students receive quality feedback in line with the school's Marking, Feedback and Assessment Policy.

Professional Development

- To participate in, and support, the arrangements for the appraisal and review of your own performance and, where appropriate, that of other teachers and support staff in accordance with the school's Appraisal Policy.
- Participate in arrangement for your own further training and professional development and, where appropriate, that of other teachers and support staff including induction.



Other

- To support managers in the effective operation of the subject area and the school as a whole.
- To adopt a high profile in the corridors and duty areas providing a positive and appropriate role model for students.
- To undertake the role of form tutor in line with school expectations and the staff handbook (including temporary arrangements).
- To supervise and so far as practicable teach any students where the person timetabled to take the class is not available to do so. (You will only be required to provide such cover in circumstances that are not foreseeable).
- To direct and supervise support staff assigned to you and, where appropriate, other teachers.
- To deploy resources delegated to you in accordance with the school's Finance Policy.
- To attend Parents' and Information Evening as required by the Head of School within the directed time budget.
- To implement all agreed school policies.
- To promote the safety and well-being of students and inform the Subject Leader, SLT member or Safeguarding designate of any concern which may affect Health & Safety of the school population.

Upper Pay Range Accountabilities

- Contribute significantly, where appropriate, to implement workplace policies and practices and to promote collective responsibility for their implementation.
- Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.
- Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects/curriculum areas you teach.
- Have a more developed knowledge and understanding of your subjects/curriculum areas and related pedagogy including how learning progresses within them than a Main Pay Range teacher.
- Have sufficient depth of knowledge and experience to be able to give advice to colleagues on the development and well-being of children and young people.
- Be flexible, creative and adept at designing sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge.
- Provide coaching and mentoring to other teachers, give advice to them and demonstrate to the effective teaching practice in order to help them meet the relevant standards and develop their teaching practice.
- Take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning.

SAFEGUARDING

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and



safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

GENERAL

1. Take active responsibility for personal continuous professional development;
2. Take ownership of individual performance management, keeping a continuing professional development portfolio;
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust;
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times;
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.

The list above is not exhaustive, and you may be required to undertake any other reasonable tasks and responsibilities which fall within the scope of the post as requested the Headteacher, a member of the Senior Leadership or Trust Executive Leadership Teams.

Unity Schools Partnership has developed a framework for supporting effective practice which will be used to support staff professional development and this job description is subject to change at the discretion of the trust.



PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	Appropriate Degree; Qualified Teacher.	Evidence of a range of supportive professional development; Evident of post-qualification development.
Experience	At least one teaching practice in a comprehensive school.	Experience of working with young people in the 9-13 age range.
Curriculum	Understanding of current curriculum issues; Enthusiasm for the subject; Understanding of the importance of inter-relationship between all areas of the curriculum Ability to teach at Key Stage 2 and 3; Knowledge of ICT applications; Willingness to deliver the School's PSHE programme.	Evidence of clear ideas about the delivery of the curriculum to all abilities; Evidence of the production of learning resources; Ability to contribute to extra-curricular activities.
Management	Understanding of good classroom management techniques; Ability to be part of a Department team and a Year team.	Evidence of effective classroom management strategies; Evidence of being an effective member of a team.
Parents and the Community	Understanding the importance of the partnership between parents and Westley Campus.	Evidence of involvement with Community groups and/or parents.
Personal Qualities	Ability to develop good relationships; Good communication skills; High level of commitment to the School; Ability to work in a team, follow instructions and be self-organising; Record of good attendance.	Evidence of good working relations with a range of people; Evidence of a willingness to work hard; Be able to demonstrate that she/he can work as part of a team and be able to meet deadlines and achieve targets.