

Role	Grade	Reports to
Teacher	Main Pay Scale/Upper Pay Scale	Curriculum Leader

## **Main purpose of the job:**

The post holder is required to fulfil the professional responsibilities which are common to all classroom teachers in the school, as outlined in the current School Teachers' Pay and Conditions Document.

These detail the professional and particular duties required of teachers, together with requirements for management time, working time, guaranteed planning and preparation time. The school complies with these requirements in order to make reasonable demands of teachers.

The post holder's key responsibilities will be improving the standards of learning and raising levels of student achievement for all students in their care.

## **Key relationships:**

The post holder is accountable to a nominated Curriculum Leader, Senior Leader and to the Headteacher.

**Please note that whilst this job description gives an indication of the key responsibilities, it is not intended to provide an exhaustive list.**

The post holder will be expected to match the characteristics described in the Professional Standards for Teachers, as appropriate to his/her career stage, and will be required to exercise his/her professional skills and judgement to carry out, in a collaborative manner, the professional duties set out below:

## **Main accountabilities:**

### **Making an impact on the educational progress of students beyond those directly assigned**

- To promote the general progress and wellbeing of all students reporting concerns to the appropriate staff member
- To provide guidance and advice to students on educational and social matters
- To ensure that students experience an educational programme that is personalised to their needs, developing their skills and abilities
- To actively contribute to the review, evaluation and development of effective Programmes of Study, Schemes of Work, teaching materials, methods of teaching and methods of assessment in line with school and national policy
- To actively promote relevant subject related activities to promote students' enthusiasm and interest
- To ensure that lessons are appropriately planned, delivered, and reviewed meeting the learning needs of all students and enabling them to be confident in their learning and make rapid and sustained progress
- To be actively involved in interventions to raise student achievement and attainment across the curriculum area
- To assess, record and report on the development, progress, and attainment of students in line with school policy

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- To monitor and review student progress against targets, ensuring appropriate follow-up action
- To ensure positive behaviour for learning for all students in line with the School's behaviour management policy
- To work to foster a positive working environment in the curriculum area that supports students' learning
- To provide an effective role model for students in terms of your own professional practice

## **Leading, developing and enhancing the teaching practice (or work) of others**

- To work collaboratively within the subject team to reflect the whole school vision
- To coordinate and manage the work of other staff as appropriate to your role
- To participate fully in the performance management of yourself and other staff in line with the school policy
- To actively review and evaluate your own performance and quality of teaching
- To identify key professional development needs and to actively undertake appropriate training opportunities to meet these needs
- To actively support the professional development of other colleagues within the school including the induction and assessment of new teachers
- To work collaboratively to improve the quality of teaching and learning through lesson observations and other strategies, sharing judgements with colleagues as appropriate

## **Taking an active role in the day to day management of the school**

- To follow all the whole school and departmental policies and practices
- To attend and participate in all calendared meetings as appropriate to your level of responsibility
- To supervise and teach, in line with agreed policy, any students whose teacher is not available
- To participate fully in arrangements for preparing students for external examinations
- To play an active part in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school
- To play a part in the pastoral development of students particularly acting as a form tutor for a group of students
- To take all registers promptly in line with school policies
- To undertake supervision duties before, during and after school in line with the school's duties policy
- To take responsibility for the effective management of resources in your care
- To ensure that all Health and Safety requirements are complied with
- To ensure the environment within the curriculum area is conducive to learning

## **Other specific responsibilities**

- To ensure effective liaison with internal and external support agencies
- To liaise and collaborate with peers in school and in other schools to share, disseminate and develop good practice
- To develop effective liaison with parents/carers informally and through formal home/school communication procedures

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- To make an active contribution to the school's ongoing self-evaluation process
- To play an active part in the provision of a range of enrichment activities and extra-curricular activities across the curriculum area
- To carry out any other reasonable duties as assigned by the Headteacher

**All employees in the Trust are expected to:**

- Support the vision, values and objectives of the Trust and demonstrate a collaborative, team working approach to school and Trust improvement <https://prospere.org.uk/about-us/vision-values>
- Take appropriate responsibility and action for safeguarding, be aware of confidential issues and maintain as appropriate
- Be aware of and comply with policies and procedures relating to child protection reporting all concerns to an appropriate person
- Promote and act in accordance with the Code of Conduct and all school / Trust policies including the Health and Safety Policy, Equality Policy and Data Protection Policy
- Effectively represent the Trust when liaising with contractors and outside agencies/organisations
- Demonstrate tact and diplomacy in all interpersonal relationships with the public, pupils, parents and colleagues
- Take responsibility for personal professional growth and development, keeping up-to-date with national research, engaging proactively with nationally recognised career frameworks and professional organisations
- Attend Trust and school events as required and make a positive contribution during such events
- Attend regular meetings before and after Trust hours, including morning briefings
- Carry out duties other than those listed in the job description under the direction of the headteacher where the post holder has appropriate qualifications and has received appropriate training

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Person Specification	Essential / Desirable	Assessment stage
<b>Qualifications</b>		
Qualified Teacher Status (or working towards)	Essential	Application
A degree of equivalent qualification	Essential	Application
Successful teaching experience in the 11-16 phase	Essential	Application/Interview
A willingness to participate in CPD activities	Essential	Application/Interview
Experience of working with young people	Essential	Application
Qualified to teach and work in the UK	Essential	Application
This post is subject to an enhanced Disclosure & Barring Service check	Essential	Application
<b>Knowledge and Experience</b>		
Thorough subject knowledge and understanding of current curriculum developments	Essential	Application/Interview/Selection Activities
To show understanding of and willingness to adopt effective Teaching, Learning and Assessment strategies	Desirable	Interview
To show understanding of the urban educational setting	Essential	Application/Interview
To be a caring and committed professional who has the highest expectations of all students	Desirable	Interview
<b>Behaviours and Values</b>		
To be an excellent classroom practitioner consistently delivering Good / Outstanding lessons	Essential	Selection Activities
To be able to plan and develop appropriate learning activities	Desirable	Application/Interview
Good communication skills with the ability to develop effective relationships	Essential	Application/Interview/Selection Activities
To be able to plan and organise themselves effectively	Essential	Selection Activities
Good ICT Skills	Desirable	Application/Selection Activities
The ability to enthuse, inspire and motivate students	Essential	Interview/Selection Activities
To self-evaluate and set targets for development	Essential	Application/Interview
A willingness to be involved in the wider life of the school, including extra-curricular activities	Essential	Application/Interview
Demonstrate a collaborative, team working approach focused on improvement and supporting the vision, values and objectives of the organisation	Essential	Application, Interview
Demonstrate a commitment to appropriate professional standards, including core policies relating to equality and diversity and child protection	Essential	Application, Interview
Demonstrate a commitment to maintaining and developing professional knowledge and skills	Essential	Application, Interview
Tact and diplomacy in interpersonal relationships with all stakeholders	Essential	Application, Interview
To be flexible and able to adapt and prioritise appropriately	Essential	Application, Interview
Effective staff motivation and development, including establishment of a positive performance management culture	Essential	Application, Interview

**Review and Amendment:**

This job description is normally reviewed annually as part of the appraisal cycle. If significant changes are required, it may be amended following an individual consultation process.

All staff are expected to carry out their duties with due regard to current and future Trust and school policies, procedures, and relevant legislation. These will be drawn to your attention during the recruitment process, induction, staff handbook, ongoing performance development and through Trust communication.