

JOB DESCRIPTION

POST TITLE:	Teacher – UPR
JOB FAMILY:	Education Team
GRADE / BAND:	UPR
RESPONSIBLE TO:	Academy Leadership team
DIRECT REPORTS:	None
WORK PROFILE:	Full time, Permanent
ROLE PURPOSE:	To achieve high professional standards in teaching and learning within the Academy in order to ensure that pupils' knowledge, understanding and achievement are of the highest levels within all subjects. To develop, plan and deliver effective and high-quality learning experiences for all pupils and carry accountability for the learning and achievement of all pupils taught, developing independent pupils able to progress into adult life with the skills required.

MAIN DUTIES AND RESPONSIBILITIES

The duties outlined in this job description are in addition to those outlined by the latest 'School Teachers Pay and Conditions' document and the expectations laid down in the Teachers' Standards. The job description will be reviewed regularly and at least annually to reflect or anticipate changes to the job, commensurate with the salary and areas of responsibility.

Curriculum and Classroom Management

- To plan and teach effective lessons, matching the design of the lesson to the ability of the pupils, the Academy's plans and the curriculum.
- To contribute to Schemes of Work and curriculum materials for the appropriate areas.
- Have high expectations of pupils based on a sound knowledge of their prior and potential attainment.
- To assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment.
- To take account of the need for progression in pupils' learning experiences.
- To participate in arrangements for preparing pupils for external and internal assessment.
- To ensure effective whole class, group or individual learning opportunities for pupils.
- To set high standards of expectations for pupils' behaviour through good classroom discipline, focused teaching and productive relationships.
- To set and assess homework as an integral part of pupils' learning.
- To demonstrate good key stage and curriculum knowledge.
- To use opportunities to reinforce literacy, ICT and numeracy skills within teaching.
- To use enterprising and innovative approaches to teaching and learning when appropriate and in accord with subject, key stage and Academy policy.
- To contribute to the extra-curricular activities programme for pupils.

- To give clear and constructive feedback to pupils on how to move towards the next level or grade.
- To implement all subject, key stage and Academy policies regarding assessment, recording and reporting.

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision.
- Make a positive contribution to the wider life and ethos of the school.
- Work with others on curriculum and pupil development to secure co-ordinated outcomes.
- Provide occasional cover, in the unforeseen circumstance that another teacher is unable to teach.

Personal and Professional Conduct

- To work as a team member, identifying opportunities for working with colleagues and sharing good practice.
- To set an example to pupils in work ethic, conduct, dress code, punctuality and attendance.
- To take responsibility for your own professional development and keep up to date in subject expertise and teaching skills.
- To maintain effective working relationships with teaching and support staff, including the effective line management direction and supervision of staff reporting into them, including both support and teaching staff as appropriate.
- To contribute to the recruitment and development of other teachers and support staff.
- To keep an accurate register of attendance and encourage excellent punctuality and attendance.
- To take part in the appraisal process both as an appraisee and appraiser (as appropriate).
- To liaise effectively with pupils, parents and carers as appropriate.
- To build and maintain effective working relationships with external parties.

General

- To be committed to the development and implementation of the Academy ethos, vision, policies and practice.
- To comply with the requirements of Data Protection Regulations and ensure confidentiality is maintained.
- Ensure appropriate responses in respect of child protection and safeguarding issues.
- Promote the safety and wellbeing of pupils.
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.
- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities.
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues.
- To ensure safe working practices and, insofar as is reasonably practicable, a hazard free environment in all areas.



- Undertake such other duties as may be reasonably requested by the Principal and/or another Senior Leader.

Upper Pay Scale Responsibilities

- Supporting and developing other staff.
- Leading on teaching and learning, and pedagogy and curriculum initiatives in a subject or year group, or another whole-Academy wide area of focus.
- Being a role model both for colleagues and pupils.
- Make a substantial and sustained positive impact through the delivery of teaching and learning, whole-Academy responsibilities and extracurricular activities in line with the Trust's Pay Policy.

This Job Description is not definitive or exhaustive but is provided to give the post holder an indication of the range of activities, duties and responsibilities concerned with their employment. It may be subject to review and revision at any time at the discretion of the Trust if, in the interest and efficiency of the service, it should be deemed necessary.

The Eastern Multi-Academy Trust is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

PERSON SPECIFICATION

Description	Essential / Desirable (E/D)	Evidence method
Qualifications/Education		
Good degree in relevant subject area	E	A
Teaching qualification	E	A/I
NQTS/QTS Status	E	A/I
Experience		
Primary classroom experience	E	A/I
Contribution to raising standards in teaching and learning to improve achievement	D	A/I
Proven experience of significant and substantial positive impacts on the Academy, pupils or other relevant area of responsibility	E	A/I
Interest and participation in extra-curricular activities	D	A/I
Knowledge		
Awareness of strategies available to improve the learning and achievement of all pupils	E	A/I
Good understanding of curriculum developments within subject area	E	I
Ability to use a range of teaching and learning strategies	E	A/I
Knowledge of current issues and developments in education	E	A
Confident user of standard IT packages, particularly when used to enhance pupil learning	E	A/I
Skills/Abilities		
Commitment to supporting learning Organised and methodical approach	E	I
Ability to adapt teaching to meet pupils' needs	E	A/I
Ability to build effective working relationships with children	E	A/I
Ability to share knowledge/ skills with all ranges of abilities	E	A/I
Enthusiastic and engaging approach	E	A/I
Ability to work collaboratively as part of a team and on own initiative	E	A/I
Sound knowledge of effective behaviour management strategies	E	A/I
Creative in problem solving and willing to take on and try new approaches and ideas	E	A/I
Able to relate to pupils in a pleasant and sympathetic manner and recognise potential child safeguarding issues	E	A/I
Able to communicate with pupils and their parents/ carers both verbally and in writing	E	A/I
Capacity for hard work and the ability to overcome challenges pragmatically.	E	A
Other		
Full driving licence/ability to travel	D	A
Commitment to the Safeguarding Policy and principles of the Academy Trust	E	I

GENERAL OBLIGATIONS

- Promoting and complying with EMAT's policies holistically including (but not limited to) Safeguarding, GDPR, Code of Conduct and Health and Safety both in the delivery of services and the treatment of others.
- Complying with and promoting equality legislation to advocate inclusion, diversity and equality. Taking steps to eliminate unlawful discrimination and behaviour, to advance equality of opportunity and foster good relations.
- To carry out such other duties which are consistent with the nature, responsibilities and grading of the post.
- All staff must adhere to and comply with Data Protection, Freedom of Information and Human Rights legislation and the Authorised Professional Practice (Information Management). It is the responsibility of all staff to maintain data quality and security. Therefore, when inputting, updating and using EMAT information, you are to ensure that it is Accurate, Adequate, Relevant and Timely (AART), and that it is used / disclosed for business purposes only and kept secure. The most current guidance and advice in respect of compliance with the legislation and information / records management standards can be found on EMAT's website.
- Supervisors and managers have the additional responsibility of ensuring that staff undertake the appropriate training and fully understand and apply the required Trust policy, procedures and information / records management standards in the course of their duties. Supervisors and managers should ensure that staff understand their responsibilities in maintaining data quality and security and have appropriate processes in place to monitor compliance.

MODELLING OUR VALUES AND STRENGTHENING OUR CULTURE

Our vision is to ensure that all of our children and young people are prepared to learn for life by equipping them with the skills, experiences, and a high-quality education, empowering and motivating them to achieve their full potential now and in the future. This is underpinned by our aim to be the Educator and Employer of choice across all areas that we serve through our values of Empower, Motivate, Aspire and Transform

We model our values day to day to create an environment where all successful People within EMAT demonstrate the attributes, behaviours and outcomes that are needed in order to achieve the Trusts vision. Our actions are consistent with the seven principles of public life.

For our pupils, by ensuring all our children and young people are prepared to learn for life by equipping them with the skills, experiences, and quality first education, empowering and motivating them to achieve their full potential now and in the future.

For our People, by ensuring that at all levels of the organisation, without exception, we are committed to challenging ourselves and each other in the pursuit of professional standards, excellence and making EMAT an outstanding place to work and belong.

Our behaviours will be embedded in leadership and development training, recruitment and selection, promotion, development programmes and appraisal/PDR.

Our Cultural Expectations are:

1. Concern for People
2. Providing Opportunity to others and assisting in Self Development
3. Creating a culture of empowerment, motivation, achievement and transformation
4. Encouraging Team effort
5. Maintaining fairness, honesty and integrity

6. Having open, consistent and regular communication with each other
7. Encouraging Community and Inclusion
8. Encouraging Creativity
9. Being committed to Quality and Efficiency
10. Remaining attentive to our commercial needs
11. Dedication to improvement
12. Building EMAT on a basis of need

NOTES

This job description records the principal responsibilities of the job at the date shown. The job description will be reviewed periodically through Job Evaluation and Professional Development Reviews (PDR), in conjunction with the workforce Establishment, organisational Structures and Organisational Design (OD).

Reasonable adjustments, Flexible Working and Equality considerations are in line with the Equality Act 2010.

Key:

AF/E	Eligibility (this will be checked by the recruitment team)
AF	Application Form
C	Certificate
T	Test
I	Interview

Candidates who do not demonstrate on the application form, criteria assessed at eligibility stage AF/E, may not be considered for short-listing.

Candidates who do not demonstrate on the application form, criteria identified as essential and being assessed at application stage (AF), may not be shortlisted.

All essential criteria above will also be discussed within EMATs – Professional Development Review (PDR) meetings.

The desirable criteria marked with an asterisk will be desirable at selection stage but will become essential once in post and will be discussed in Professional Development Review (PDR) meetings.

A good attendance record will be assessed in accordance with current guidelines. For recruitment purposes this can only legally occur following a provisional offer, at which stage the offer can be rescinded. Consideration will be given to disability related absence/maternity related absence in line with current guidelines and equality legislation.

As well as assessing candidates against criteria outlined in the Person Specification, the selection process will also include candidate assessment in relation to the cultural expectations.

For more information on our cultural ethos please visit our website: <https://www.eastern-mat.co.uk/>