



The Kibworth School

The Kibworth School Teaching Posts

March 2018



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Teaching Posts

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1. Job Description

Post Title:	Teaching Posts
Salary:	MPS
Employed by:	The Kibworth School
Reporting to:	Subject Leaders

GENERAL DUTIES:

Teaching to designated classes of students and general welfare of a tutor group in accordance with the requirements of the School Teachers' Pay and Conditions Document and the National Standards for Qualified Teacher Status, having due regard to the requirements of the Local Curriculum, the Academy's aims and objectives, schemes of work and any policies of the Governing Body. To share in the corporate responsibility for the well-being and discipline of all students

JOB PURPOSE:

Headteacher duties and responsibilities as Teacher:

- Plan for progression across the age and ability range, designing effective learning sequences within lessons and across series of lessons informed by secure subject/curriculum knowledge.
- Design opportunities for learners to develop their literacy, numeracy, ICT and thinking and learning skills appropriate within their phase and context.
- Plan, set and assess homework, other out-of-class assignments and coursework for examinations, where appropriate, to sustain learners' progress and to extend and consolidate their learning.
- Teach challenging, well-organised lessons and sequences of lessons across the age and ability range they teach in which they:
 - use an appropriate range of teaching strategies and resources, including e-learning, which meet learners' needs and take practical account of diversity and promote equality and inclusion;
 - build on the prior knowledge and attainment of those they teach in order that learners meet learning objectives and make sustained progress;
 - develop concepts and processes which enable learners to apply new knowledge, understanding and skills;
 - adapt their language to suit the learners they teach, introducing new ideas and concepts clearly, and using explanations, questions, discussions and plenaries effectively; manage the learning of individuals, groups and whole classes effectively, modifying their teaching appropriately to suit the stage of the lesson and the needs of the learners.
- Teach engaging and motivating lessons informed by well-grounded expectations of learners and designed to raise levels of attainment.



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- Make effective use of an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives and monitoring learners' progress and levels of attainment.
- Provide learners, colleagues, parents and carers with timely, accurate and constructive feedback on learners' attainment, progress and areas for development.
- Support and guide learners so that they can reflect on their learning, identify the progress they have made, set positive targets for improvement and become successful independent learners.
- Use assessment as part of teaching to diagnose learners' needs, set realistic and challenging targets for improvement and plan future teaching.
- Actively participate in regular standardisation and moderation of pupils' work to ensure consistent assessment across the department.
- Review the effectiveness of teaching and its impact on learners' progress, attainment and well-being, refining their approaches where necessary.
- Review the impact of the feedback provided to learners and guide learners on how to improve their attainment.
 - Establish a purposeful and safe learning environment which complies with current legal requirements, national policies and guidance on the safeguarding and well-being of children and young people so that learners feel secure and sufficiently confident to make an active contribution to learning and to the Academy.
 - Make use of the local arrangements concerning the safeguarding of children and young people.
 - Identify and use opportunities to personalise and extend learning through liaison with out of Academy contexts, where possible making links between learning within the Academy and learning out of the Academy.
 - Manage learners' behaviour constructively by establishing and maintaining a clear and positive framework for discipline, in line with the Academy's behaviour policy.
 - Use a range of behaviour management techniques and strategies, adapting them as necessary to promote the self-control and independence of learners.
 - Promote learners' self-control, independence and cooperation through developing their social, emotional and behavioural skills.
- Secure student achievement, progress and attainment in line with Academy policies
- Assessment, target setting and performance tracking of individuals and groups
- Knowledge and understanding of the Ofsted framework, Health and Safety legislation and training as it relates to your individual needs
- Knowledge and application of subject, health and safety requirements and training, specifications, examination and assessment requirements for your associated subject areas
- To ensure the high quality teaching of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the faculty, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school.

KEY LINES OF ACCOUNTABILITY AND RELATIONSHIPS:

Subject leaders and Progress leaders as appropriate

This job description may be amended at any time in discussion between the Headteacher and yourself, but in any case will be reviewed before the commencement of the next Appraisal cycle.



Policy and Practice

- Advise on appropriate policies in line with key areas of responsibility which reflect current thinking
- Ensure appropriate staff are aware of the implications of related policies and adhere to the content
- Adhere to Policies of the Academy
- Adhere to the General Data Protection Regulation (GDPR) guidance

Governance

- Provide relevant data and information for reporting to the Senior team and Headteacher, and Local Governing Body wherever appropriate, to ensure strong accountability in the key areas of responsibility

Partnerships and Promotion of the Academy

- Ensure that partnership working in the key areas of responsibility remain a strength of the Academy and enhances the opportunities available to students and the community
- Undertake where appropriate, joint working arrangements
- Undertake where appropriate links with other learning establishments, schools and partners to maximise opportunity for students

Parents, Carers and the Wider Community

- Provide a wide range of opportunities for parents and carers to be involved with the learning dimensions of the Academy
- Ensure that appropriate, frequent and consistent reporting on progress of individuals with parents and carers is maintained in line with the requirements of the students' needs and subject specifications
- Plan and provide the necessary intervention and support to close gaps and provide equality for all learners

Extra-Curricular Activity

- Engage within enrichment Curriculum, promoting student welfare and progress

Other responsibilities

- Undertake other leadership duties in line with the area of responsibility as directed by the Headteacher
- Secure all appropriate CPD for effective progress and welfare of all students

General:

The post holder will have an in depth knowledge and understanding of the requirements of the post and of processes and procedures.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time, without changing the general character of the duties or the



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level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

It is vital to the ethos of the School that the post holder is flexible in taking on additional tasks, willing to offer help to and cover for other members of the support team and treats co-operation and support for colleagues as a top priority.

You will be required to undertake other appropriate duties as directed by the Headteacher.

You should become familiar with the school's vision, aims and mission statement and be guided by it accordingly.

Additional Duties to Include:

- As a member of staff working in a school setting to have a duty to help keep young people safe and to protect them from all forms of harm and to take reasonable steps to ensure the safety and well-being of students
- To ensure awareness of and compliance with personal responsibilities and requirements of school policies and procedures including Health & Safety
- As a member of staff in a school that works in partnership with other organisations, to contribute to the development and sharing of good practice into partnerships with other schools and relevant bodies
- To undertake professional development and training as and when required.
- Willingness to undertake training for First Aid at Work to become a fully qualified first aider providing emergency cover in the absence of the school first aider
- To undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as required
- Secure all appropriate CPD for effective progress and welfare of students.

Safeguarding Children and Young People

The Kibworth School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS with barred list check is essential.

Ensure that all necessary Health & Safety requirements are adhered to, in line with national and school policies and procedures.

Special Factors:

- **The post holder will be required to attend Teacher Training Days as directed.**
- The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service
- This post is subject to a check being carried out at an Enhanced Level by the Disclosure and Barring Service
- According to grade the notice period of 1 term will be required

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.



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The Kibworth School is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

PERSON SPECIFICATION

The successful candidate is likely to be able to demonstrate the following:

Requirements	Essential (E) or Desirable (D) requirements	Measured by: Application form (A) or Selection process (S)
Education/experience		
Qualified Teacher Status (QTS)	E	A/S
Graduate or equivalent/Degree	E	A/S
Higher Degree	D	A
Evidence of commitment to own continuous professional development in other leaders, staff, current education initiatives and learning approaches	E	A
Knowledge of equal opportunities, Special Educational Needs and Safeguarding and Young People practice	E	A/S
Exemplary classroom practitioner able to demonstrate a range of successful pedagogy	E	A/S
Experience of teaching at KS3 or KS4/5 or 11-18 school/Academy to a consistently good or better standard.	D	A/S
Experience of leadership/management	D	A/S
Experience of externally assessed processes	D	A/S
Leadership, knowledge and skills		
Have knowledge of the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and SEND	E	A/S
Some experience of literacy and numeracy skills to support and enhance students' progress within your subject areas	D	A/S
Understanding of how to use performance data to raise student aspirations.	D	A/S
A clear and good understanding of current educational issues, theory and practice, with particular regard to: <ul style="list-style-type: none"> The National Curriculum 	E	A/S



<ul style="list-style-type: none"> Equality and issues relating to pupils' access to learning Class management 		
The ability to work closely with all staff both in the classroom and in whole-school issues	E	A/S
Ability to work effectively under pressure and meet tight deadlines.	E	A/S
The ability to work actively with parents	D	A/S
The ability to take the initiative, lead, motivate and support others to achieve excellence.		
Attributes		
Willingness to work across more than one academy, when required and operate as part of the wider MAT team	D	A/S
Evidence of enthusiasm, drive and a commitment to hard work with a 'can do' attitude and approach, particularly when under pressure	E	A/S
Resilience, perseverance and optimism in the face of difficulties and challenges with a sense of humour and reality	E	A/S
A flexible attitude towards the role, duties and hours	E	A/S
Committed to the aims of the Midland Academies Trust	E	A/S
Committed to Equality and Diversity	E	A/S
Committed to own continuing professional development	E	A/S



5. Agreement

AGREEMENT

Job title: Teaching Posts

Salary: MPS

Agreement to All the Points Outlined Within the Job Description Document		
<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>The school 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.</p> <p>This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect, or anticipate, changes in the job commensurate with the grade and the job title.</p> <p>These duties may be varied or added to in order to meet the changing demands of the school at the reasonable discretion of the Headteacher.</p> <p>Health and Safety - It is an Employee's responsibility to take reasonable care of themselves and others, and anybody affected by their undertaking, including any act(s) or omissions.</p>		
Staff Member		
Signed by member of staff		Date:
Signed by Headteacher		Date: