

<b>POST TITLE:</b> Teacher	<b>GRADE</b> MPR1 – UPR3
<b>RESPONSIBLE TO:</b> Director of Curriculum Team	
<b>DATE:</b> May 2022	

**Responsible for** No direct reports

**Key liaisons** **Multi Academy Trust School staff and leadership teams**  
**Parents and students**  
**External agencies**  
**Visitors**  
**Governors**

**Hours of Work** Full-time

**Core purpose of the post:**

- To have responsibility for the planning, delivery and assessment for allocated/identified groups of students; to ensure they achieve their individual potential. Having due regard to the requirements of the curriculum, the school's aims, objectives and schemes of work and any policies of the Wellsway Multi Academy Trust or Academy Governance Committee.
- To share in the corporate responsibility for the education, wellbeing and discipline of all students.
- Supporting the development of all students in a vertical tutor group.

**Duties and responsibilities attached to this post are as follows:**

1. To have responsibility for the planning, delivery and assessment for allocated/identified groups of students;
2. To facilitate and encourage a learning experience which provides all students with the opportunity to achieve their individual potential;
3. To monitor and support the overall progress and development of students as a teacher and to ensure student achievement within allocated groups is at least in line with expectations;
4. To be accountable for progress and achievement of students within these groups;
5. To contribute to raising standards of student attainment;
6. To establish and maintain a purposeful working atmosphere in lessons;
7. To encourage high expectations;
8. To review and contribute to schemes of learning of Curriculum Teams;
9. To produce motivational and engaging wall displays including key subject terminology and the display of students' work so as to provide a safe and positive learning environment.

**Teaching**

1. Plan appropriate high quality learning experiences for all allocated groups of students; which meets internal and external quality standards;
2. Use knowledge of prior attainment and ongoing assessment data to ensure planned learning activities are appropriate for all students, providing support for students with SEN and challenge for more able students;
3. Mark, assess, grade, record, provide diagnostic feedback and report on students' work regularly in accordance with published school and subject feedback policies;
4. Provide, or contribute to, oral and written assessments for individual students or groups of students;

5. Undertake regular assessments of students' progress, in accordance with published school, subject and examination board assessment requirements; report the outcomes of such assessments to the subject leader, students and parents as appropriate; ensuring all set deadlines are met;
6. Attend parental consultation evenings for all groups of allocated students;
7. Consistently teach lessons so that students make progress, with the aim of delivering outstanding learning across the year;
8. Manage the classroom behaviour of allocated groups of students using the school's published procedures for rewards and sanctions to encourage high standards of punctuality, behaviour, standards of work and homework;
9. Attend all curriculum team meetings and all pastoral team meetings as per staff calendar;
10. Contribute to developments within the subject/house team, as agreed with the Subject Leader/HOH/Pastoral Staff;
11. Contribute to the delivery of revision, coursework, catch-up and enrichment programmes, as agreed with the Subject Leader/HOH.
12. To take responsibility for personal professional development and keep up to date with changes to exam board specifications, research and development in pedagogy and subject teaching;
13. Except in emergencies, ensure appropriate cover work is set when unable to fulfil teaching responsibilities.

### **Pastoral**

1. Be responsible for the accurate completion of the register and recognise its importance as a legal document;
2. To monitor student attendance together with students' progress and performance in relation to targets set for each individual, ensuring that follow up procedures are adhered to and that appropriate action is taken where necessary;
3. To be aware of all the specific needs of their groups i.e. Pupil Premium, Service Children, vulnerable, CP etc.
4. Where required, to act as a Form Tutor and carry out the duties associated with the role;
5. To contribute to PSHE, citizenship and enterprise education.

### **Teachers on Upper Pay Range (UPR)**

In addition to the Main Pay Range specification, teachers who have progressed to the Upper Pay Range will be expected to undertake additional responsibilities in line with their contracts and the STPCD.

The scope of these should increase along with UPS progression (ie UPS1 to 3):

- Teach consistently good or outstanding lessons, with the aim of improving to deliver an increasing number of outstanding lessons. Where appropriate, to model best practice for other staff including teaching 'demonstration lessons' as required.
- Contribute to developments within the subject/house team and lead on appropriate aspects, as agreed with the Subject Leader and/or member of SLT with the responsibility for CPD.
- Develop resources for use by other staff.
- Undertake induction, coaching and mentoring of identified staff or trainees, as agreed with the member of SLT with responsibility for CPD.
- Contribute to the whole school professional development programme as appropriate.
- Actively pursue ways to improve working practices and student outcomes across the school and where appropriate across the Trust.
- Provide guidance, support and mentoring for identified students, as agreed with the Assistant Principal: Student Support.

### **Special Notes and Conditions**

The nature of the work necessitates strict confidentiality, no information obtained during or after working hours should be discussed other than with relevant staff.

### **Data Protection and Safeguarding**

- Work within the requirements of Data Protection at all times;
- Understand your responsibilities in relation promote and safeguard the welfare of children you come into contact with and to uphold the school's Safeguarding Children and Child Protection;
- Remain vigilant to ensure all students are protected from potential harm.

### **General**

- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties;
- The post-holder will be expected to contribute to the protection of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager;
- The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to;
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order;  
<https://www.gov.uk/government/collections/dbs-filtering-guidance> ';
- To actively support the vision, ethos and policies of the school;
- Undertake any other responsibilities or tasks as reasonably requested by the Principal;
- This job description only contains the main duties relating to this post and does not describe in detail all the tasks required to carry them out.

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The teacher may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post, as reasonably requested by the Principal.

Wellsway Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. For this post prior to appointment, Wellsway Multi Academy Trust will apply for an enhanced disclosure certificate from the Disclosure and Barring Service.

<b>Person Specification - Teacher</b>	<b>Essential (E) or Desirable (D)</b>
<b>Education</b>	
Relevant good honours degree	E
Qualified Teacher Status	E
Successful completion of induction year (not applicable to NQTs)	E
Evidence of wider, recent and relevant professional development	D
<b>Experience</b>	
Experience (as Teacher/Trainee) in a mixed comprehensive school	D
Evidence of suitability to work with children and young people	E
Knowledge of recent developments in learning and teaching	E
A good understanding of effective ways to facilitate learning	E
Secondary school teaching across the age and ability range from Yr7 to A Level	D
<b>Knowledge and Understanding</b>	
Good knowledge of National Curriculum for your subject	E
Good understanding of Assessment for Learning practice	E
A clear understanding of the place of your subject within the whole curriculum	E
Knowledge and understanding of differentiation	E
Working knowledge of relevant subject examination syllabuses	E
Ability and willingness to teach a second subject at Key Stage 3	D
<b>Skills</b>	
Demonstrate excellent classroom management and teaching skills	E
Ability to establish good relationships within the team, with other colleagues and with students	E
Effective communication skills, both written and oral	E
Excellent use of ICT as a teaching and admin tool	E
Ability to inspire and engage students	E
Use effectively to data to monitor/track student progress and support learning	D
<b>Attributes</b>	
A collaborative school vision of excellence and equity that sets high standards for every student	E
Demonstrable commitment to implementation of whole school policies and procedures	E
Positive approach to school self-evaluation and an insistence on high standards	E
An open mind set and 'can do' attitude	E
Keen to develop links across the curriculum	D
Committed to the Wellsway Multi Academy Trust aims	E
Committed to Equality and Diversity	E
Committed to own continuing professional development	E
Committed to setting and achieving of ambitious, challenging goals and targets	E
A willingness to learn and ask for support	E
Effective team work within the school and with external partners	E
Supporting the full life of the school especially extracurricular activities	D
<b>Other</b>	
Sense of humour and ability to work under pressure whilst maintaining an appropriate work/life balance	E
Ambition to progress further in the profession	D