

# Fulston Manor School



## Classroom Teacher Job Description and Person Specification

As a school our motto is 'Everybody Matters, Everybody Succeeds, Everybody Helps' we hope you will join us in ensuring all students achieve their potential.

### All staff will:

- Play a full part in the life of the school community, support its vision, ethos and policies and encourage staff and students to follow this example
- Fulfil responsibilities with regards to safeguarding (including reporting concerns to the DSL)
- Model Fulston Manor values to parents and students
- Be positive, dynamic and challenging in all aspects of work
- Foster the school's inclusive ethos nurturing everyone regardless of race, gender, sexual orientation, religion or ability
- Take responsibility for their own learning and development
- Develop the skills and talents of other members of the community
- Ensure their own well-being and that of others by establishing an appropriate balance between life and work
- Play an active part in the life of the school and its community
- Develop social cohesion and positive links with the whole of our local community
- Agree annual performance targets, with a view to own continuous improvement
- Undertake any other duties that may reasonably be required by the Headteacher

### Specific Responsibilities

#### a) Curriculum Organisation and Delivery

To plan and deliver outstanding lessons that engage and excite children and ensure that all students make good and better progress

To develop and review, along with appropriate colleagues, syllabuses and schemes of work designed to meet the needs of all students and establish the school's ethos and values.

To monitor the progress of all students taught, ensuring high standards of work reporting to Head of Department /Line Manager when agreed

To ensure effective inclusion for students with special educational needs

**b) Assessment and Monitoring**

To follow the agreed whole school policy on assessment and monitoring

To communicate with parents about students' progress through reports, parents' evenings etc.

To follow the guidelines on rewarding achievement

**c) Staff Development**

To participate in appropriate arrangements for in service training and professional development

To participate in arrangements made for appraisal, including observations

To participate in meetings regarding performance

**d) Management Procedures**

To implement agreed whole school policies

To take part in scheduled meetings with colleagues and parents in accordance with the school's programme

To keep records through the school's management systems of attendance at every lesson, together with class and homework set

To maintain good order and behaviour in the classroom

To be responsible for maintaining teaching rooms in a clean and tidy state and facilitating the display of students' work

To be responsible for the best use of resources, including ICT

To be aware of and adhere to all school Health and Safety procedures

To share in supervisory duties in accordance with the school's published rotas

To share in cover for absent colleagues

To keep up to date with all school information e.g. annual calendar, staff briefing etc

**e) Tutor**

To share in the corporate responsibility for the development, education and wellbeing of students in accordance with the school's policies

To carry out the role of a tutor, including pastoral support, communicating with parents, and identifying and addressing, with colleagues, issues that are likely to result in underachievement

The above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Head of School. This job description will be kept under review and may be amended via consultation with the individual.

## Person Specification

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

### Qualifications

- Qualified teacher status
- Relevant Degree

### Professional Attributes

- A commitment to “go the extra mile” to ensure the best outcomes for every child
- Have high expectations of young people including a commitment to ensuring that they can achieve their full educational potential
- Hold positive values and attitudes and adopt high standards of behaviour in their professional role
- Excellent communication skills (verbal and written)
- Commitment to professional development and collaborative working.
- An excellent team player with the ability to work under pressure

### Professional Knowledge and Understanding

- Have a good, up-to-date working knowledge and understanding of a range of teaching, learning and behaviour management strategies and know how to use and adapt them, including how to personalise learning to provide opportunities for all learners to achieve their potential
- Know the assessment requirements and arrangements for the subjects/curriculum areas they teach, including those relating to public examinations and qualifications
- Know how to use skills in literacy, numeracy and ICT to support and enhance their teaching
- Know the current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of children and young people

### Professional Skills

- Plan for progression across the secondary age and ability range, designing effective learning sequences within lessons and across series of lessons informed by secure subject and curriculum knowledge
- Design opportunities for learners to develop their literacy, numeracy, ICT and thinking and learning skills appropriate within the secondary 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 secondary age and ability range
- Use an appropriate range of teaching strategies and resources, which meet learners’ needs and take practical account of diversity and promote equality and inclusion
- Use assessment as part of the teaching to diagnose learners’ needs, set realistic and challenging targets for improvement and plan future teaching
- Manage learners’ behaviour constructively by establishing and maintaining a clear and positive framework for discipline, in line with the school’s behaviour policy