

TEACHER - JOB DESCRIPTION

Group:	KS3 & KS4
Age Range:	11 – 16 Years
Salary Grade:	MPR / UPR +SEN
Responsible to:	Head of Faculty

Main Purpose:

- To fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- To meet the expectations set out in the Teachers' Standards
- To carry out the duties of a form tutor (if required)
- To act as a co-ordinator for specified areas of the curriculum.
- To play an active role in the life of the school.

Responsibilities:

Teaching

- Plan and teach well-structured lessons, suited to the individual needs of the members of assigned classes, following the school's plans, curriculum and schemes of work.
- Ensure assigned classes are focused on developing students' academic, social, moral and ethical education
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned students, making accurate and productive use of assessment
- Create a stimulating learning environment, adapting teaching methods to respond to the strengths and needs of individual students
- Set high expectations which inspire, motivate and challenge students
- Demonstrate good subject and curriculum knowledge
- Provide disciplined and structured environment in which students can develop a sense of independence and self confidence
- To manage, and deploy effectively, any personnel who may be timetabled to work with you in a supportive or collaborative teaching environment
- Maintain accurate records of individual students' progress in accordance to school policy, in order to aid future teaching and facilitate continuity into the next stage of education

Whole School

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's visions and values
- Make a positive contribution to the wider life and ethos of the school
- Collaborate with colleagues on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teacher
- Carry out assigned duties promptly and efficiently

Health and Safety

- Promote the safety and well-being of students
- Immediately bring to the attention of the Designated Safeguarding Leads/Well-Being Team any child who appears to have suffered a non-accidental injury, or where any form of child abuse is suspected.
- Be aware of the health and safety needs around the school and report them to the Health and Safety representative immediately.
- Maintain good order and discipline among students, managing behaviour effectively to ensure a good and safe environment, promoting an awareness and respect for both feelings and property of others
- To identify appropriate resources for the subject and ensure that they are used efficiently, effectively and safely
- Take corporate responsibility for the maintenance of resources, furniture and fabric of the school in general.

Professional development

- Take part in the school's performance management procedures
- Keep abreast of current educational thinking and regularly take part in in-service training
- Take part in further external training and development in order to improve own teaching
- Take part in the performance and professional development of others, where appropriate

Communication

- Communicate effectively with students, parents and carers
- Report to parents and carers the needs and progress of their child, in consultation with the Headteacher
- Keep colleagues informed of relevant information gathered from parents and carers

Working with relevant professionals

- Collaborate and work with colleagues and other relevant professional within and beyond the school
- Develop effective professional relationships with colleagues
- Attend and contribute to staff meetings and staff in-service training

Safeguarding

All staff are responsible for the safeguarding of children in line with the schools safeguarding (Child Protection) policy and Keeping Children Safe in Education guidance.

Additional responsibilities for Upper Pay Range (UPR)

UPR teachers play a critical role in the life of the school. They are highly competent in all elements of the relevant Teachers' Standards. They provide a role model for teaching and learning, and make a substantial and sustained contribution to the school. They take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning.

- Contribute significantly to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's vision and values
- Have extensive knowledge of their curriculum areas, related pedagogy and assessment

- Provide a critical role in the life of the school
- Be a role model for teaching and learning
- Make a distinctive contribution to raising pupil standards
- Take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve student learning
- Lead on curriculum initiatives, pedagogy, teaching and learning
- Provide pastoral care as required and being aware of mental health and well-being needs
- Provide advice, coaching and mentoring to other teachers in order to help them develop and meet the relevant standards

Additional Information:

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified. Dove House School Academy expects flexibility in all of its employees.

This job description is current at the date shown but, in consultation with the post holder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title

Last review date: *15 May 2023*

Next review date:

Postholder's signature: _____

Date: _____

Teacher – Person Specification

Job Title	Teacher	
	Essential	Desirable
Qualifications and training		
Qualified Teacher Status	✓	
Degree	✓	
First Aid (including Administering Medication)		✓
Fitness Instructor		✓
MIDAS minibus		✓
Outdoor Leaders		✓
Trampolining		✓
Experience		
Successful teaching experience in either primary or secondary education	✓	
Experience of working with people with Special Educational Needs	✓	
Skills and knowledge		
Knowledge of the National Curriculum	✓	
Knowledge of effective teaching and learning strategies	✓	
Ability to deliver practical and theory lessons including KS4 qualifications		✓
A good understanding of how children learn	✓	
Ability to adapt teaching to meet student needs	✓	
Ability to build effective working relationships with students	✓	
Knowledge of guidance and requirements around safeguarding children	✓	
Knowledge of effective behaviour management strategies	✓	
Ability to plan and deliver extra-curricular activities, including; after school clubs, off-trips / residential	✓	
Extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the curriculum area you teach		✓
Flexible, creative and adept at designing learning sequencing within and across lessons as part of the curriculum		✓
Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice		✓
Personal qualities		
A commitment to getting the best outcomes for all students and promoting the ethos and values of the school	✓	
High expectations for children's attainment and progress	✓	
Ability to work under pressure and prioritise effectively	✓	
A commitment in achieving the best outcomes for all students and promoting the ethos and values of the school	✓	
Commitment to maintaining confidentiality at all times	✓	
Commitment to safeguarding students' well-being and equality	✓	

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