



**LAURUS**

TRUST

## **Job Description & Person Specification**

Teacher - Secondary



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**Job Title** : Teacher - Secondary  
**Scale** : Teachers Pay Scale

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### Job Purpose

- To facilitate and encourage learning in the relative subject area which enables students to achieve high standards.
  - To share and support the corporate responsibility for the well-being, education and discipline of all students.
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### Reporting Arrangements

Reports to : Head of Department / Curriculum Leader  
Accountable for : N/A

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### Teaching Responsibilities

#### 1. Set high expectations which inspire, motivate and challenge pupils:

- Establish a safe and stimulating environment for pupils, rooted in mutual respect;
- Set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions;
- Demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils.

#### 2. Promote good progress and outcomes by pupils:

- Be accountable for pupils' attainment, progress and outcomes;
- Be aware of pupils' capabilities and their prior knowledge, and plan teaching to build on these;
- Guide pupils to reflect on the progress they have made and their emerging needs;
- Demonstrate knowledge and understanding of how pupils learn and how this impacts on teaching;
- Encourage pupils to take a responsible and conscientious attitude to their own work and study.

#### 3. Demonstrate good subject and curriculum knowledge:

- Have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain Pupils' interest in the subject, and address misunderstandings;
- Demonstrate a critical understanding of developments in the subject and curriculum areas, and promote the value of scholarship;
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever the teacher's specialist subject;
- If teaching early reading, demonstrate a clear understanding of systematic synthetic phonics;
- If teaching early mathematics, demonstrate a clear understanding of appropriate teaching strategies.

#### 4. Plan and teach well-structured lessons:

- Impart knowledge and develop understanding through effective use of lesson time;
- Promote a love of learning and children's intellectual curiosity;

- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired;
- Reflect systematically on the effectiveness of lessons and approaches to teaching;
- Contribute to the design and provision of an engaging curriculum within the relevant subject area(s).

**5. Adapt teaching to respond to the strengths and needs of all pupils:**

- Know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively;
- Have a secure understanding of how a range of factors can inhibit pupils' ability to learn, and how best to overcome these;
- Demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils' education at different stages of development;
- Have a clear understanding of the needs of all pupils, including those with special educational needs those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.

**6. Make accurate and productive use of assessment:**

- Know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements;
- Make use of formative and summative assessment to secure pupils' progress;
- Use relevant data to monitor progress, set targets, and plan subsequent lessons;
- Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback.

**7. Manage behaviour effectively to ensure a good and safe learning environment:**

- Have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's behaviour policy;
- Have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly;
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to involve and motivate them;
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.

**8. Fulfil wider professional responsibilities:**

- Make a positive contribution to the wider life and ethos of the school;
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support;
- Deploy support staff effectively;
- Take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues;
- Communicate effectively with parents with regard to pupils' achievements and well-being.

**Trust Responsibilities**

- Adhere to all Trust policies and procedures.
- Take responsibility for promoting and safeguarding the welfare of all pupils.
- All staff are expected to be committed to the Equal Opportunities Policy, to work positively and inclusively with colleagues so that the Trust provides a workplace and delivers services that do not discriminate against people on the grounds of their age, gender, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.
- Work flexibly in the interests of the service (this may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities).
- Travel between different sites of the Laurus Trust as required.
- Actively participate in performance reviews at regular intervals in accordance with Trust procedures.

- Undertake training courses organised by the Trust where these will assist in the carrying out of the above duties, develop skills which may be required to fulfil those duties in the future or are required to fulfil legal requirements.
  - Refrain from smoking in any areas of Trust premises.
  - Behave in a manner that ensures the security of property and resources.
  - All staff are expected to demonstrate consistently high standards of personal and professional conduct as defined in The Laurus Trust Code of Conduct Policy.
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## **Safeguarding**

The Laurus Trust and its affiliated schools are committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. This is in line with statutory guidance Keeping Children Safe in Education 2019 and The Education Act, we expect all staff and volunteers to share this commitment.

## Person Specification

Attributes	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Good Honours Degree 2.2 and above</li> <li>• Evidence of relevant continued professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Further relevant qualifications e.g. LftM, NPQML, NPQSL, Higher Degree</li> </ul>
Knowledge and Experience	<ul style="list-style-type: none"> <li>• Experience of teaching the relevant subject at KS3 and KS4</li> <li>• Experience of promoting the general progress and well-being of students/pupils, including specific 'groups'</li> <li>• A record of implementing change programmes to raise standards relating to student/pupil progress</li> <li>• A record of using data to benchmark and raise standards</li> <li>• Have a proven record of exam success and up to date knowledge of changes to exam specifications</li> <li>• Knowledge of the principles and practices of effective teaching and learning</li> <li>• Experience of preparation of schemes of work and lessons</li> <li>• Knowledge and understanding of subject area(s)</li> <li>• Evidence of being able to teach consistently high quality lessons</li> <li>• Experience of delivering to deadlines and achieving set targets to a high standard</li> <li>• Experience of allocating and prioritising workload effectively to gain maximum productivity</li> <li>• Strong IT Skills including Microsoft PowerPoint, Excel, Word and Outlook</li> </ul>	<ul style="list-style-type: none"> <li>• Successful leadership and management in more than one school</li> <li>• Proven track record in providing guidance, support and advice to students/pupils</li> <li>• The ability to lead on subject specific Professional Learning in an area of expertise</li> <li>• The ability and desire to teach across the age and ability range</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Excellent planning and organisational skills</li> <li>• Ability to work independently to organise own workload</li> <li>• Strong interpersonal skills</li> <li>• Highly motivated individual with an innovative approach</li> <li>• Problem solving and analytical skills</li> </ul>	

	<ul style="list-style-type: none"> <li>• High-level ability to understand and use performance data to inform development activities</li> <li>• Ability to demonstrate engaging oral and written communication</li> <li>• Able to think and act strategically</li> <li>• Able to contribute to the School Behaviour Management systems, so that effective learning can take place</li> </ul>	
Other Qualities	<ul style="list-style-type: none"> <li>• Ability to make effective decisions</li> <li>• Ability to work accurately and methodically</li> <li>• Excellent time management</li> <li>• Ability to remain calm under pressure</li> <li>• Flexible</li> <li>• Good team player</li> <li>• Willingness to undertake further training</li> <li>• Full driving licence</li> <li>• Commitment to safeguarding and promoting the welfare of children</li> </ul>	