



Believe & Achieve  
'Be the best that you can be'

## HURSTMERE SCHOOL

**Job Description for:** [NAME]

**Post:** Subject Teacher

**Accountable to:** Curriculum Leader

**All staff at Hurstmere School are expected to:**

- actively contribute to the School's culture and ethos of high ambition and achievement;
- live our common values of Respect, Teamwork, Resilience, Ambition, Integrity, Leadership and Self-belief;
- make a commitment to achieving the highest possible standards in all areas of their work;
- uphold the staff charter;
- be committed to maintaining a safe and secure environment for all pupils and a "culture of vigilance" to safeguard and protect all in the School's care.

### **Core Purpose**

To make the education of pupils their first concern ensuring delivery of high-quality teaching and learning.

Accountable for achieving the highest possible standards in work and conduct through strong up-to-date subject knowledge.

To carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.

### **Specific Responsibilities**

**A. High quality delivery of the department's Curriculum Plans with the support of, and under the direction of the Curriculum Leader or line manager – to:**

- Contribute to a positive ethos in which **all pupils** have access to a broad, balanced and relevant curriculum
- Analyse and interpret relevant school data relating to their own teaching groups to inform planning and delivery to maximise pupil achievement

**Respect • Teamwork • Resilience • Ambition • Integrity • Leadership • Self-Belief**

- Liaise with staff and parents to provide maximum support ensuring continuity of provision within their teaching groups
- Consider the views of both pupils and parents and respond appropriately.

**B. Teaching and learning – to:**

- Adhere to the DfE Teachers' Standards Part 1: Teaching
- Plan and deliver challenging lessons to all pupils appropriate to their needs
- Set tasks which challenge pupils and ensure high levels of interest
- Set appropriate and demanding expectations
- Set challenging expectations and clear targets for pupils in their teaching groups
- Support the identification of, and provision for all pupils including the high prior attainers, the more able, the disadvantaged pupils and those with additional educational needs
- Provide clear structures for lessons, maintaining pace, motivation and challenge
- Make effective use of assessment and ensure coverage of the department's learning journeys
- Ensure effective teaching and best use of available time
- Encourage good practice with regards to attitudes to learning by promoting the school's 'Are you ready to learn?' policy and maintaining discipline in accordance to the school's Positive Behaviour for Learning policy
- Evaluate own teaching critically to improve effectiveness and to guide future improvements
- Ensure the effective and efficient deployment of classroom support
- Encourage pupils to think and talk about their learning, develop independence, self-control and resilience
- Liaise effectively with staff to ensure the successful transition of pupils through the school
- Actively engage in meetings, discussions and school processes as necessary to contribute to the work of the school as a whole.

**C. Monitoring, Assessment, Recording and Reporting – to:**

- Assess and monitor how well learning objectives have been achieved and use them to improve specific aspects of teaching
- Undertake assessment of pupils
- Mark and provide feedback on pupils' work and to set targets for progress
- Assess, record and monitor pupils' progress systematically
- Recognise the level at which the pupils are achieving to inform future planning
- Prepare and present informative reports to parents.

**D. Relationships with staff – to:**

- Achieve professional working relationships with all staff
- Provide regular information to Curriculum Leaders and other postholders in the department on pupil progress

**E. Effective deployment of staff and resources – to:**

- Maintain and develop teaching resources and monitor their effectiveness in meeting lesson objectives
- Manage the work of support staff within the classroom to maximise pupil engagement and progress

## **F. General – to:**

- Adhere to the DfE Teachers' Standards Part 2: Personal and Professional Conduct
- To play a full part in the life of the school community and support its ethos, values and aims
- Promote equal opportunities within the school and to seek to ensure the implementation of the school's equal opportunities policy.

## **Post Threshold – UPS1**

In addition to the above requirements, a Post Threshold UPS1 teacher, will consistently demonstrate competency in the areas below:

### **Teaching**

- Their Quality of Teaching will be predominantly evaluated as at least secure

### **School Culture**

- Model school values
- Follow policy and procedures
- Support the school ethos
- Manage your work/life balance
- Lead by example
- Be creative
- Embrace and support change
- Inspire others

### **Professional Development**

- Accept and act on feedback
- Evaluate learning
- Engage with pedagogy
- Be able to prioritise
- Communicate appropriately and effectively
- Be able and willing to lead on a project
- Impact positively on other members of the school community
- Be able and willing to model outstanding practice to others

## **Post Threshold – UPS2/3**

In addition to the above requirements, a Post Threshold UPS2/3 Teacher will:

- Have their Quality of Teaching predominantly evaluated as excellent, and never below secure
- Contribute to the professional development of colleagues through coaching and mentoring
- Contribute to implementing workplace policies and practice and promoting collective responsibility for their implementation
- Have a more developed knowledge and understanding of their curriculum area and related pedagogy including how learning progresses within them.
- Have a positive impact on standards beyond their own classroom
- Have a positive impact on other members of the School community
- Take care of their own emotional well-being and that of others

Please note that the above tasks are broad descriptions of the types of duties/activities expected at this level, for illustrative purposes. They are not intended to provide an exhaustive list of duties and the post holder will be expected to undertake other duties considered commensurate with the role.

Duties may involve access to information of a confidential and sensitive nature which may be covered by the General Data Protection Regulation (GDPR). All employees of Hurstmere School will be expected to comply with GDPR when handling any personal data. Confidentiality must be maintained at all times. In addition to the above, the post holder must be committed to safeguarding and promoting the welfare of children and young people.

### **Review and Amendment**

This job description should be seen as enabling rather than restrictive and will be subject to regular review. As such:

- Employees will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in this job description.
- This job description may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title and in order for the school to meet its statutory and general obligations regarding service provision.

This job description will be reviewed during the autumn term 2022.

Principal: .....

Member of Staff: .....

Date: .....