****

**Job Specification**

|  |  |
| --- | --- |
| **Post**  | **Teacher** |
| **Reporting to**  | **Headteacher** |

|  |
| --- |
| **Job Purpose/Summary*** Fulfil the professional responsibilities of a teacher, as set out in the School Teachers’ Pay and Conditions Document
* Deliver the highest possible expectations as set out in the Teachers’ Standards and create a high expectations culture in which pupils feel safe, valued and motivated to succeed
 |

|  |
| --- |
| **Key Responsibilities****Teaching*** Plan and teach well-structured lessons to assigned classes, following the school’s plans, curriculum and schemes of work
* Ensure effective teaching of whole classes, groups and individuals so that teaching objectives are met, momentum and challenge are maintained, and best use is made of teaching time
* Use teaching methods, which keep pupils, engaged, including stimulating pupils’ intellectual curiosity, effective questioning and response, and wellpitched differentiation of tasks
* Identify pupils who have special educational needs, and know where to get help in order to give positive and targeted support. Implement and keep records on targets and progress against these targets
* Adapt teaching to respond to the strengths and needs of pupils, being aware of capabilities and plan teaching and differentiate appropriately
* Set appropriate and demanding expectations for pupils’ learning and motivation. Set clear targets for pupils’ learning, building on prior attainment
* Ensure the RE and PSHCE curriculum is fully implemented
* Assess, monitor, record and report on the learning needs, progress and achievements of pupils, making accurate and productive use of assessment
* Mark and monitor pupils’ class and homework providing constructive oral and written feedback, setting targets for pupils’ progress
* Demonstrate good subject and curriculum knowledge
* Participate in arrangements for preparing pupils for external tests

**Whole-school organisation, strategy and development*** Contribute to the development, implementation and evaluation of the school’s policies, practices and procedures, so as to support the school’s values and vision
* Contribute to the broader life of the school: for example, through school, Parish and community and events
* Work with others on curriculum and pupil development to secure co-ordinated outcomes
* Lead on an identified subject area across the whole school in the following ways (unless an ECT)

**Health, safety and discipline*** Promote the safety and wellbeing of pupils, raising any concerns following protocol/procedures
* Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
* Consistently demonstrate the school values and be a positive role model

**Professional development*** Take part in the school’s appraisal procedures
* Take part in further training and development in order to improve own teaching
* Where appropriate, take part in the appraisal and professional development of others

**Communication*** Communicate effectively with pupils, parents and carers, other professionals and stakeholders
* Prepare and present informative reports to parents

**Working with colleagues and other relevant professionals*** Collaborate and work with colleagues and other relevant professionals within and beyond the school
* Establish effective working relationships with professional colleagues including support staff working within the class

**Personal and professional conduct*** Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
* Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
* Understand and act within the statutory frameworks setting out their professional duties and responsibilities

The teacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.**The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the School Teachers Pay and Conditions Document and Teachers Standards.**  |
| **Common duties and responsibilities****Appraisal**All employees will receive appraisals and it is the responsibility of each employee to follow guidance on the appraisal process.**Equality and Diversity**To ensure our commitment is put into practice we have an equality policy which includes responsibility for all employees to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.**Confidentiality**All employees are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.All employees must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using school information assets. **Expectations of All Employees*** Full compliance with policies and procedures, reporting all concerns to an appropriate person
* Contribute to the overall ethos/work/aims of the Trust and member academies.
* Appreciate and support the role of other professionals
* Attend and participate in relevant meetings as required
* Participate in training and other learning activities and performance development as required
 |
| **Responsibilities for Resources** |
| **Employee (Supervision):** Teaching Assistants  |
| **Financial:** None |
| **Physical:** Use of equipment and resources, any defects to be reported to premises staff |
| **Customers and Clients:** To be responsible for the learning of the children and young people and to ensure their health, safety and wellbeing |
| **Working Conditions:** The post involves contact with people which through their circumstances or behaviour occasionally places emotional demands on the post holderThe post holder may be subject to some exposure to disagreeable or unpleasant people related behaviourThe nature of the post may involve periodic requirements for considerable effort, e.g. lifting or carrying of children. |
| **Characteristics of the post:**Employees are encouraged to participate in training activities in order to enhance their own personal development.All employees of a school have a responsibility for promoting and safeguarding the welfare of children and young people. The Trust has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.**The employment checks are required:*** Evidence of entitlement to work in the U.K.
* Evidence of essential qualifications
* Two satisfactory references
* Confirmation of medical fitness for employment
* Registration with appropriate bodies (where applicable)
* Online search
* Enhanced DBS check with barred list check
* Prohibited from teaching check
 |

**Person Specification**

|  |  |
| --- | --- |
| AF: application form | I: interview |
| CQ: certificate/qualification | R: reference |

|  |  |  |  |
| --- | --- | --- | --- |
| **Area** | **Essential** | **Desirable** | **Evidenced** |
| **Values and Behaviours** |  |
| Commitment to the Catholic Mission and ethos of the BKCAT | X |  | AF/I/R |
| Genuine passion for and a belief in the potential of every child | X |  | AF/I |
| Commitment to safeguarding, promoting the welfare of young people and equality | X |  | AF/I |
| Vision and values aligned with the schools high aspirations and expectations | X |  | AF/I |

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualifications**  | **Essential** | **Desirable** | **Evidenced** |
| Qualified Teacher Status | X |  | AF/CQ |
| Qualified to degree level or above | X |  |  AF/CQ |

|  |  |  |  |
| --- | --- | --- | --- |
| **Experience and Knowledge** | **Essential** | **Desirable** | **Evidenced** |
| An understanding of the EYFS Framework and/or National Curriculum and the Ofsted Framework | X |  | AF/I |
| Experience of delivering a broad and balanced curriculum  | X |  | AF/I |
| Understanding of innovative and creative approaches to teaching and learning | X |  | AF/I |
| Evidence of recent and relevant CPD | X |  | AF/I/CQ |
| Experience of analysing and using data to raise outcomes | X |  | AF/I |
| Knowledge of effective behaviour management strategies | X |  | AF/I |
| Knowledge of requirements on safeguarding children | X |  | AF/I |
| Knowledge and understanding of meeting the needs of pupils with SEND | X |  | AF/I |
| Experience of working with pupils with barriers to learning | X |  | AF/I |
| Experience of pastoral work with pupils | X |  | AF/I |
| Successful teaching experience within a multi academy trust |  | X | AF/I/R |
| Ability to use ICT to enhance teaching and learning |  | X | AF/I |

|  |  |  |  |
| --- | --- | --- | --- |
| **Skills and Capabilities**  | **Essential** | **Desirable** | **Evidenced** |
| Ability to adapt teaching to meet pupils needs | X |  | AF/I/R |
| Ability to build effective, supportive and nuturing relationships with pupils | X |  | AF/I/R |
| Ability to secure strong relationships with colleagues, families and other professionals and stakeholders | X |  | AF/I/R |
| Can demonstrate enthusiasm and commitment aimed at making a positive difference to pupils | X |  | AF/I/R |
| Has resilience and motivation to support the school through challenges | X |  | AF/I/R |
| Good ICT skills, particularly using ICT to support learning | X |  | AF/I/R |
| Ability to work under pressure and prioritise effectively, demonstrating flexibility and initiative | X |  | AF/I/R |

|  |  |  |  |
| --- | --- | --- | --- |
| **Suitability to work with children and young people**  | **Essential** | **Desirable** | **Evidenced** |
| Satisfactory DBS disclosure and pre-employment checks | X |  | DBS |
| Ability to work in a way that promotes the safety and well being of children and young people | X |  | AF/I/R |

The Bishop Konstant Catholic Academy Trust treats all employees and applicants equally regardless of age, disability, gender reassignment, marriage and civil partnership, maternity, race, religion and belief, sex and sexual orientation.

BKCAT is committed to safeguarding and promoting the welfare of children and all appointments are made in accordance with our Safer Recruitment policy and Keeping Children Safe in Education.

BKCAT is committed to promoting equality of opportunity for people with disabilities.