



Teacher – Job Description

Reports to: Head Teacher/Principal

Pay grade range: MPS/UPS

Summary:

To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Headteacher.

To be an effective professional who demonstrates thorough curriculum knowledge, can teach and assess effectively, take responsibility for professional development and has students who achieve well.

Main Responsibilities:

Planning, Teaching and Class Management

Teach allocated students by planning their teaching to achieve progression of learning through:

- identifying clear teaching objectives and specifying how they will be taught and assessed;
- setting tasks which challenge students and ensure high levels of interest;
- setting appropriate and demanding expectations;
- setting clear targets, building on prior attainment;
- be aware of and make provision for students who are AEN/SEN, very able, LAC or who have other particular individual needs;
- providing clear structures for lessons maintaining pace, motivation and challenge;
- making effective use of assessment and ensure coverage of programmes of study;
- ensuring effective teaching and best use of available time;
- maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework;

using a variety of teaching methods to:

- match approach to content, structure information, present a set of key ideas and use appropriate vocabulary



- use effective questioning, listen carefully to students, give attention to errors and misconceptions
- select appropriate learning resources and develop study skills through library, ICT and other sources;
- ensuring students acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- evaluating own teaching critically to improve effectiveness;
- ensuring the effective and efficient deployment of classroom support;
- liaise with the Subject Leader to ensure the implementation of department policy and best practice.

Monitoring, Assessment, Recording, Reporting

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- mark and monitor students' work and set targets for progress;
- assess and record students' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the student is achieving;
- undertake assessment of students as requested by examination bodies, departmental and school procedures;
- prepare and present informative reports to parents;
- undertake assessment of students and participate in the school's system reporting to parents.

Curriculum Development

Have lead responsibility for a subject or aspect of the school's work and develop plans which identify clear targets and success criteria for its development and / or maintenance;

- Pastoral Duties
- be a Form Tutor to an assigned group of students;
- promote the general progress and well-being of individual students and of the Form Tutor Group as a whole;
- liaise with the Pastoral Leader to ensure the implementation of the school's pastoral system;
- register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life;
- contribute to the preparation of Action Plans and progress files and other reports;



- alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved;
- communicate, as appropriate, with parents of students and persons or bodies outside the school concerned with the welfare of individual students, after consultation with appropriate staff;
- contribute to PSHE and citizenship and enterprise according to school policy.

Other Professional Requirements

- have a working knowledge of teachers' professional duties and legal liabilities;
- operate at all times within the stated policies and practices of the school;
- know subject(s) or specialism(s) to enable effective teaching;
- take account of wider curriculum developments;
- establish effective working relationships and set a good example through their presentation and personal and professional conduct;
- endeavour to give every child the opportunity to reach their potential and meet high expectations;
- co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students;
- contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school;
- take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and events with partner schools;
- take responsibility for own professional development and duties in relation to school policies and practices;
- liaise effectively with parents and governors.

General Responsibilities:

- Deliver, promote and support good practice in relation to equality, diversity, safeguarding and prevent duties
- Promote and maintain a safe and healthy working environment and be responsible for own health and safety
- Promote and ensure own compliance with the requirements of the General Data Protection Regulations 2018
- Adhere to the guidance of Keeping Children Safe in Education.
- Undertake any other duties and responsibilities commensurate with the level of post as required.

Person Specification

Criteria	Essential or Desirable
Qualified Teacher status	Essential
The Class Teacher should have experience of teaching in a secondary school setting	Essential
<p>The Class Teacher should have knowledge and understanding of:</p> <ul style="list-style-type: none"> • The theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies); • The mastery approach to learning to provide all children with the opportunity to deepen their learning. • Statutory National Curriculum requirements at the appropriate key stage; • The monitoring, assessment, recording and reporting of pupils' progress. • The statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN and Child Protection. • The positive links necessary within school and with all its stakeholders. • Effective teaching and learning styles. 	Essential
<p>The Class Teacher will be able to:</p> <ul style="list-style-type: none"> • Promote the school's aims, ethos and values positively, and use effective strategies to monitor motivation and morale. • Develop good personal relationships within a team. • Establish and develop close relationships with parents, governors and the community. 	Essential



<ul style="list-style-type: none">• Communicate effectively (both orally and in writing) to a variety of audiences.• Create a happy, challenging and effective learning environment that reflects the learning taking place for pupils.	
Evidence of continuous INSET and commitment to further professional development	Desirable
In addition, the Class Teacher might have experience of: <ul style="list-style-type: none">• teaching across the whole Primary age range;• working in partnership with parents.	Desirable
In addition, the Class Teacher might also have knowledge and understanding of: <ul style="list-style-type: none">• the links between schools, especially partner schools;• the preparation and administration of statutory tests	Desirable