

## JOB DESCRIPTION



<b>Title</b>	Teacher
<b>Grade</b>	Main and Upper Pay Scale
<b>Hours</b>	Full time
<b>Contract Type</b>	Permanent
<b>Reporting to</b>	Assitant Headteacher

### Main purpose

The teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- Meet the expectations set out in the Teachers' Standards

### Duties and responsibilities

#### Teaching

- Plan and teach well-structured lessons to assigned classes, following our school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned children, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of children
- Set high expectations which inspire, motivate and challenge children
- Promote excellent progress and outcomes by children
- Demonstrate excellent subject and curriculum knowledge
- Demonstrate their quality of teaching is 'good' to 'outstanding'
- Participate in arrangements for preparing children for external tests

#### Whole-school organisation, strategy and development

- Make a positive contribution to the wider life and ethos of our school for example leading on an extra curricular activity
- Work with others on curriculum and child development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach

#### Health, safety and discipline

- Promote the safety and wellbeing of children
- Maintain good order and discipline among children, managing behaviour effectively to ensure an excellent safe learning environment

#### Professional development

- Take part in our school's performance management procedures

- Take part in further training and development in order to improve own teaching
- Take part in the performance management and professional development of others, where appropriate

### **Communication**

- Communicate effectively with children, parents and carers
- Follow our school's policies and procedures in communication

### **Working with colleagues and other relevant professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond our school
- Develop effective professional relationships with colleagues within and beyond our school

### **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 our school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities – teacher standards and safeguarding

### **Management of staff and resources**

- Direct and supervise support staff assigned to them, and where appropriate, other teachers
- Contribute to the recruitment and professional development of other teachers and support staff
- Deploy resources delegated to them
- Working within the designated school budget provided

### **Safeguarding**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of children, including sharing concerns where necessary
- Promote the safeguarding of all children in our school

### **Additional areas of responsibility for the upper pay range (UPR)**

- Contribute significantly to the development, implementation and evaluation of our school's policies, practices and procedures, so as to support our school's vision and values
- Have extensive knowledge of their specialist subjects/curriculum areas, related pedagogy and assessment
- Provide a critical role in the life of our school and community
- Be a proactive role model for creative teaching and learning
- Make a distinctive contribution to the raising of standards across our school
- Take advantage of appropriate opportunities for professional development and utilise the outcomes effectively to improve our community's learning
- Provide pastoral care as required and demonstrate awareness of mental health and wellbeing needs across our school

- Lead on a subject area and/or creative whole school initiative
- Provide advice, mentoring and coaching to other teachers in order to help them develop and meet the relevant standards

#### Examples:

##### UPR1

- As above and continue to explore fresh opportunities within their subject areas
- Role modeling the creative teaching role through an open door policy for colleagues to facilitate observation
- Provide advice to other teachers to support their needs in meeting the teaching standards
- Select a professional development opportunity and share with leaders

##### UPR2

- Consider further initiatives, ideas, suggestions whole school
- Role modeling the creative teaching role through supporting the planning process
- Mentor colleagues in meeting the teaching standards
- Select a professional development opportunity and share with leaders, utilising this to support colleagues' professional development

##### UPR3

- Develop and evaluate practices and procedures linked with our school development plan
- Role model creative teaching and learning in their colleagues' class
- Provide coaching to colleagues in meeting the teaching standards
- Seek professional development opportunities independently, sharing whole school, in order to develop colleagues' expertise, through a series of professional development sessions

### Other areas of responsibility

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.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

### EQUALITIES

Implementation of the School's equal opportunities policies and its statutory responsibility with regard to other individuals and service delivery.

This job description may be amended at any time in consultation with the post holder.

Last reviewed by:	Governor and Headteacher	8 January 2024
-------------------	--------------------------	----------------

Headteacher/line manager:	Sign: _____
	Print name: _____
	Date: _____

Post holder:	Sign: _____
	Print name: _____
	Date: _____

# PERSON SPECIFICATION



<b>Title</b>	Teacher
<b>Grade</b>	Main and Upper Pay Scale

<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Degree</li> <li>• Successful teaching experience</li> <li>• 2 consecutive successful appraisals/performance reviews</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Highly competent in all elements of the Teachers' Standards</li> <li>• Achievements and contribution to educational settings are substantial and sustained</li> <li>• An excellent knowledge of the National Curriculum</li> <li>• An excellent knowledge of effective teaching and learning strategies</li> <li>• An excellent understanding of how children learn</li> <li>• Extensive knowledge of how to adapt teaching to meet the needs of the children</li> <li>• Ability to build effective working relationships with children</li> <li>• An excellent knowledge of guidance and requirements around safeguarding children</li> <li>• Extensive knowledge of effective behaviour management strategies</li> <li>• Extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subject/curriculum area you teach</li> <li>• A more developed knowledge and understanding of your subject/curriculum area and related pedagogy, including how learning should progress</li> <li>• Flexible, creative and adept at designing learning sequencing within and across lessons as part of the curriculum</li> <li>• Good ICT skills, particularly using ICT to support learning</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• A commitment to getting the best outcomes for all children and promoting the ethos and values of our school</li> <li>• High expectations for children's attainment and progress</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> </ul>