



## Job Description

### General Information

**Job Title:** Teacher

**JD Code:** JDT01

**Reports to:** Subject Leader

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### **Line Management:**

The post holder will be accountable to the Subject Leader for all initiatives related to this post.

### **Job Purpose:**

To be responsible and accountable for all aspects of the progress, attainment, care, guidance and support of identified groups of students in the subject across all year groups, and the quality of learning and teaching in the classroom.

### **Job Accountabilities:**

The class teacher is responsible for:

- The learning and teaching of every individual student in his/her care, across all year groups
- Working collaboratively with subject colleagues to improve the quality of lesson planning and resources and making direct contributions to the Departmental Self-Evaluation Form (DSEF) as part of his/her professional development and the Professional Standards for Teachers
- The thorough preparation and planning of all lessons in line with a whole school framework designed to promote student learning
- Making effective use of ICT to provide interactive learning opportunities for students
- Using the whole school Assessment for Learning framework to monitor the progress of individual students and personalise the learning; this includes planning and delivering objective led lessons with clear, differentiated outcomes; the use of mini-plenaries and using the whole school marking policy
- Using student progress and attainment data available to monitor and evaluate the progress and attainment of all student groups e.g. students in receipt of disadvantaged funds; ethnic minorities; SEND; girls; boys; high attainers
- Monitoring and evaluating the progress of all students through data against their agreed targets and using department agreed intervention strategies to help those students in need of additional support
- Ensuring that all Classroom/Teaching Assistants receive clear direction re: classroom intervention and that all planning and preparation is shared in advance of the lesson
- Adopting the whole school behaviour for learning policy to enable all students and staff to work productively
- Providing opportunities for students to work in a variety of learning styles
- Following all agreed recording and reporting arrangements to parents according to school policies, calendar dates and deadlines



- Maintaining an orderly, graffiti and litter free classroom and providing a safe, secure learning environment which inspires students to want to learn
- Taking an active and positive role in all pastoral, SMSC, Citizenship & Enterprise and extra-curricular activities, including the leadership of and accountability for the personal and economic well-being, care, guidance and support of a specific group of students
- Participating in arrangements for the appraisal of his/her performance and that of other teachers, where appropriate.
- Participating in arrangements for further training and professional development as a teacher, including undertaking training and professional development that aims to meet needs identified in appraisal objectives or in appraisal statements;
- Maintaining good order and discipline among the students and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- Participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.
- Participating in arrangements for preparing students for external examinations, assessing students for the purposes of such examinations and recording and reporting such assessments; and participating in arrangements for students' presentation for, and conducting, such examinations.
- Any other duty deemed by the Principal to be appropriate to this post.

*This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities.*

## PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
<b>A. Education and training</b>	<ul style="list-style-type: none"> <li>Graduate with Qualified Teacher Status.</li> <li>GCSEs grade A* - C, including English and Mathematics. or equivalent qualifications.</li> </ul>	
<b>B. Skills and abilities</b>	<ul style="list-style-type: none"> <li>Evidence of appropriate professional development.</li> <li>Demonstrate excellent classroom practice.</li> <li>Relate to and motivate students.</li> <li>Possess good behaviour management strategies.</li> </ul>	
<b>C. Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>Experience of successful teaching as evidenced by adding value to student achievements.</li> <li>Have a thorough working knowledge of the curriculum as it relates to this subject.</li> <li>Knowledge of examination syllabus requirements in specialist subject(s) at KS4.</li> <li>Understand how ICT can be used to enhance students' learning.</li> <li>Good level of ICT literacy, including good working knowledge of Microsoft Office and email.</li> </ul>	
<b>D. Personal qualities</b>	<ul style="list-style-type: none"> <li>Able to communicate effectively with colleagues and to deal politely and tactfully with a wide range of people.</li> <li>Ability to work as part of a team.</li> <li>Reliable, honest and trustworthy.</li> </ul>	
<b>E. Approach to work</b>	<ul style="list-style-type: none"> <li>Committed to safeguarding the welfare of young people.</li> <li>Ability to plan own work and work on own initiative.</li> <li>Ability to prioritise work to achieve deadlines.</li> </ul>	

### Once in post, the post holder will:

- continue to maintain and demonstrate high standards;
- demonstrate a commitment to develop themselves professionally;

### In addition, the post holder should have the ability to:

- vocalise the school's vision and aspirations
- be flexible to adapt to change
- be a role model and act as an ambassador for the school and Trust in and outside of the school by speaking positively about the school in the community; upholding a 'Commitment to Excellence' at all times; by dressing appropriately and smartly in a suit or smart skirt / dress / trousers and jacket.