



JOB DESCRIPTION

Title:	Teacher
Grade:	Main Pay Scale / Upper Pay Scale
Responsible to:	Headteacher
Purpose of the Job:	To fulfil the professional responsibilities of a teacher, as set out in the School Teacher's Pay and Conditions document. To meet the expectations set out in the Teachers' Standards

Duties and Responsibilities

Teaching:

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment.
- Adapt teaching to respond to the strengths and needs of all pupils.
- Set high expectations which inspire, motivate and challenge pupils.
- Promote good progress and outcomes by pupils.
- Demonstrate good subject and curriculum knowledge.
- Participate in arrangements for preparing pupils for external tests.
- Make learning interesting and fun.
- Use a variety of interactive teaching strategies to facilitate, scaffold and support learning.
- Establish a purposeful learning environment, where diversity is valued and pupils feel safe, secure and confident.
- Organise and manage teaching and learning time effectively.
- Build successful relationships, centered on teaching and learning.
- Provide homework which consolidates and extends work carried out in the class and encourages independent learning.
- Recognise and respond effectively to equality issues as they arise in the classroom.
- Critically evaluate own teaching to improve effectiveness.
- Organise and manage learning support assistants and other helpers in the classroom to maximise the outcomes for pupils' learning.

Planning:

- Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum, incorporating the National Curriculum requirements in line with with the curriculum policies of the school.
- Produce long, medium and short term planning in accordance with school policy and procedures and within required deadlines.
- Identify clear, relevant, challenging teaching and learning objectives, and specify how they will be taught and assessed.
- Set tasks which engage, involve and challenge all pupils, whilst ensuring a high level of interest and enjoyment.
- Set appropriate and high expectations.
- Set clear, aspirational targets, building on prior attainment.
- Identify SEN, underperforming, under attaining, able, gifted and talented pupils and plan appropriate interventions to accelerate progress.
- Provide clear structures for lessons in order to maintain pace, motivation and challenge.
- Make effective use of assessment to inform planning of teaching and learning, whilst ensuring coverage of identified programmes of study.

Class Management:

- Establish a clear framework for classroom behaviour and conduct, in line with the school's policy, in order to anticipate and manage pupils' behaviour constructively, and promote self-control and independence.
- Set high expectations for pupils' behaviour and maintain a good standard of discipline through well focused teaching, challenging learning and fostering positive relationships.
- Use effective behaviour management strategies in order to establish and maintain an appropriate learning environment, pre-empt and address any potential behavioural issues, and monitor and intervene to ensure sound learning and discipline.
- Ensure behaviour issues are dealt with in accordance to the school's Behaviour Policy.

Monitoring, Assessment, Recording, Reporting:

- Assess pupils' level of learning and understanding in relation to identified learning objectives and use monitoring and assessment information to inform planning, teaching and learning.
- Use Assessment for Learning strategies to monitor and assess the effectiveness of learning activities, and provide immediate and constructive feedback to support pupils as they learn.
- Involve pupils in reflecting on, evaluating and improving their own performance and progress.
- Assess pupils' progress accurately against appropriate standards.
- Record and track pupils' progress and attainment systematically, in order to provide evidence of development, identify strengths and areas requiring improvement, and inform teaching and learning targets.
- Identify and support pupils with differing levels of ability, and those experiencing behavioural, emotional and social difficulties.
- Use assessment data to inform target setting.
- Report on pupils' attainment to parents, carers, other professionals and pupils as appropriate.
- Analyse assessment and tracking data, and identify strengths and areas or pupils requiring targeted improvement.

Subject Management

- Take responsibility for Subject / Team (to be agreed with Headteacher).
- Work with the Headteacher and Governing Body to shape and implement the strategic direction of the school.
- Assist in writing policies.

Working Time:

- A teacher employed full time must be available for work 195 days in any school year, of which:
 - 190 days must be days on which s/he may be required to teach pupils and perform other duties; and
 - 5 days must be days on which s/he may only be required to perform other duties.
- Those 195 days will be specified by the employer, or if the employer so directs, the Headteacher.
- A teacher employed full time must be available to perform such duties at such times and such places as may be specified by the Head Teacher for 1,265 hours in any school year. The 1,265 hours will be allocated reasonably throughout those days in the school year on which s/he is required to be available to work. Time spent travelling to or from the place of work shall not count against the 1,265 hours.
- No teacher will be required under his/her contract of employment as a teacher to undertake any midday supervision, and will be allowed one break of reasonable length between school sessions
- In addition to the hours a teacher is required to be available for work, s/he must work such reasonable additional hours as may be necessary to enable him/her to discharge effectively his/her professional duties as outlined in the current School Teachers' Pay and Conditions Document. The amount of time required for this purpose between the 1,265 hours and the times outside the 1,265 specified hours, will not be defined by the employer but shall depend upon the work needed to discharge effectively the teacher's duties.

Safeguarding:

- Follow all school policies and participate in all relevant training.
- Ensure all pupils are dismissed in accordance with school procedures.
- Take responsibility for your class when going on educational school visits.
- Record incidents/concerns in a timely manner by following the school's procedures.
- Maintain confidentiality at all times.

General:

- Follow all school policies and procedures relating to Safeguarding, Child Protection, OFSTED, Health and Safety, Equalities and any other relevant policies.
- Appropriate dress code at all times.
- Ability to work as part of a team.