Green Spring Education Trust
GREEN SPRING ACADEMY SHOREDITCH

JOB DESCRIPTION		
Post Title: Classroom Teacher	**Grade:** **Date:**	Main Pay Range (Inner London) June 2017
Faculty:	English	
Responsible to:	Director of Learning	

MAIN DUTIES & RESPONSIBILITIES

You are required to carry out the duties of a schoolteacher as set out in the Academy Pay Policy.

Teaching Responsibilities:

1. To plan lessons and Schemes of Work and ensure the teaching materials and methodologies aim to:

a) develop the full potential of every student;
b) value the skills, interests and experiences which students bring to the school;
c) promote student's independence and control over their own learning;
d) develop the use of the community as a valuable learning resource;
e) recognise and develop a wide variety of practical, oral, personal, social and academic skills.

Assessment and Reports:

2. Monitor and record student achievement in line with the school and Learning Area policy on assessment. This will include keeping students, parents and senior staff informed of student progress, through the writing of reports/profiles/records of achievement, student appraisal, and attendance at parents' meetings, ARD, and other forms of parental liaison.
3. To keep up-to-date records of students' punctuality, attendance, work done and homework set, according to academy policy.
4. To provide or contribute to oral and written assessment, reports and references relating to individual students and groups of students.

Other Activities:

5. To be a form tutor and play a full part in the support of students.

6. Provide guidance and advice to students on educational and social matters and on their further education and future careers, including information about resources or more expert advice on specific questions, making relevant records and reports.
7. To communicate and consult with the parents of students.
8. To communicate and co-operate with persons or bodies outside the academy.
9. To play a part in the overall organisation and development of the academy. This could be done in a variety of ways, but will include contributing to various staff meetings and working groups.

Cover and External Examinations:

10. To play a part in the implementation of academy policies with respect to:

a) equal opportunities/educational inclusion.
b) general school duties;
c) cover for absent colleagues;
d) organisation of examinations;

11. To participate 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.

Administration:

12. To take on specific responsibilities concerned with administering the Learning Area and/or supporting and developing the curriculum. (These tasks to be defined by the Director of Learning).
13. Attend assemblies, registering the attendance of students and supervising students, whether these duties are to be performed before, during or after school sessions.

Performance Management:

14. Participate in performance management arrangements made in accordance with regulations.

Review, induction, further training and development:

15. Review from time to time your methods of teaching and programmes of work.
16. Participate in arrangements for your further training and professional development as a teacher, including undertaking training and professional development which aim to meet the needs identified in appraisal objectives and/or in appraisal statements.
17. In the case of a teacher serving an induction period pursuant to the Induction Regulations, participating in arrangements for your supervision and training.
18. Advise and co-operate with the Principal and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

Discipline, Health and Safety;

19. 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.

PPA time:

20. A Teacher shall be allowed as part of the 1265 hours PPA time to enable them to carry out their duties, planning and preparing courses and lessons, assessing, recording and reporting on the development, progress and attainment of students and assessments and reports.

- The Academy expects all members of staff to support and promote 'Keeping Children Safe in Education'.
- The Academy encourages all staff to become involved in curriculum enhancement activities.

Additional Duties

1. Play a full role within the life of the academy community, support its ethos and encourage all staff and students to follow this example.
2. Promote and support all academy policies.
3. Continue personal professional development.
4. Undertake any other duty as specified by the STPCD not mentioned above.

In addition to the above specific responsibilities, the post holder will carry out any other reasonable duties relevant to the role as directed by the Principal.

EQUAL OPPORTUNITIES STATEMENT

Adhere to the Academy's Equal Opportunities policies and ensure anti-discriminatory practice within the service area.

COMMENSURATE STATEMENT

Undertake any other reasonable duties commensurate with the grade as determined by the manager.

SAFEGUARDING

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Academy.

Signed _____ **Date** _____

Postholder

Signed _____ **Date** _____

Responsible Officer/Principal

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PERSON SPECIFICATION

Post Title:	Classroom Teacher
Education, Qualifications & Experience	1. Educated to degree level or equivalent desirable, but not essential. 2. Qualified Teacher Status. 3. Has recent and relevant experience of teaching. 4. Recent and relevant professional development.
Knowledge, Skills & Understanding	1. A broad knowledge of the relevant curriculum area, including a good understanding of assessment. 2. Ability to communicate effectively, both orally and in writing with a range of audiences. 3. Clear understanding of effective learning and teaching styles.
Planning, Teaching & Class Management	1. Record of successful teaching: the ability to motivate, inspire and involve all students in their learning and self-assessment. 2. Plans teaching to achieve progression in students learning. 3. Is able to identify and plan for differentiation. 4. Makes effective use of assessment information on student's attainment. 5. Has high disciplinary standards and can manage difficult behaviour.
Monitoring, Evaluation & Review and Accountability	1. Is able to monitor and track student performance in relevant curriculum area. 2. Is able to evaluate and review progress and evaluate change.
Other Professional Requirements	1. A commitment to, and understanding of, the wider aspects of student development, including tutoring and PSHCE. 2. A willingness to initiate and participate in both cross curricular and extra-curricular activities, as well as demonstrating successful involvement in all aspects of academy life. 3. Has the ability to work with parents, external agencies and the wider community. 4. Is determined to promote a culture that celebrates success. 5. Is a strong role model for staff and students including having excellent attendance and punctuality. 6. Is flexible, able to work under pressure and meet deadlines.
This post is subject to an Enhanced DBS Disclosure and the successful applicant will be subject to relevant vetting checks before an offer of appointment is confirmed, and will be subject to rechecking as appropriate.	