**GENERIC JOB DESCRIPTION: TEACHER**

**Title:** Teacher

**Salary:** Main Scale

**Conditions:** Permanent

**Line led by:** Subject Leader

**Line leadership of:** None

**All staff at Coopers School are expected to:**

* actively contribute to the School’s achievement culture;
* share our common values of Curiosity, Creativity, Resilience, Respect and Empathy in the face of challenges;
* make a commitment to achieving the highest possible standards in all areas of their work;
* contribute to the development of the School’s ethos.

**JOB PURPOSE**

* To promote high standards of student learning, achievement, attainment and behaviour through the effective teaching of individuals, groups and classes.
* Create positive learning environment

**RESPONSIBILITIES**

* Carry out all duties and responsibilities in accordance with school policies, procedures and statutory health and safety requirements*.*
* Help all students develop as independent learners and make optimum progress.
* Implement school policy on Assessment for Learning, Homework (including Y7-8 extended learning projects) and Differentiation.
* Assess the development, progress and attainment of students.
* Use assessment information to plan, prepare and deliver lessons and courses which meet student needs in terms of challenge, relevance, continuity and progression.
* Evaluate teaching and strive to maintain and improve quality.
* Ensure that students with special educational needs and in all vulnerable groups are identified at the earliest possible stage and receive appropriate support.
* Ensure that any other adults who assist in lessons are fully briefed on curriculum planning and are deployed effectively in order to maximise student progress.
* Contribute to curriculum development by working collaboratively with colleagues to design schemes of learning and materials.
* Provide students with constructive feedback on their progress, achievement and attainment.
* Report regularly on students’ progress and attainment to parents, students and other staff.
* Ensure high quality display is used to support and inspire learning and celebrate achievement.
* Work actively to develop professional expertise by seeking and participating in on-going professional development and supporting the professional development of colleagues.
* Lead and support enrichment activities and inter-house competitions.
* Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the school.

**General Responsibilities**

* Promote the values and ethos of the School in accordance with its Professional Code.
* Identify personal training needs with line managers and work actively to develop professional expertise by participating in on going professional development.
* Support the professional development of colleagues.
* Ensure that personal knowledge base is in keeping with the School’s needs at all times, to undertake all duties with due regard for Health and Safety regulations.
* Be fully conversant with the national and local developments, to develop the full range of managerial and professional skills and the knowledge needed to satisfy the requirements of the post.
* Contribute to the School’s Enrichment Programme.
* Undertake relevant and appropriate whole School CPD.
* Adhere to the National Standards for Teachers
* Comply with all School policies and the Staff Code of Conduct
* Contribute to Duty Rotas as assigned
* Any duty assigned by the Principal which is commensurate with the role

**PERSON SPECIFICATION: MAIN SCALE TEACHING POST**

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| --- | --- | --- | --- |
|  | **ESSENTIAL** | **DESIRABLE** | **HOW ASSESSED** |
| **QUALIFICATIONS** | * Good honours degree * Teaching qualification | Evidence of other professional study  Higher degree | Application |
| **EXPERIENCE** | * Evidence of successful involvement in teaching at KS3, KS4 or post 16 recent developments in the teaching and learning of the curriculum area | Involvement in a key departmental development  Strong involvement in extra-curricular activity | Application, references and interview |
| **KNOWLEDGE** | * strategies for raising achievement in the curriculum area * different teaching and learning styles * the use of performance data to track student progress and monitor achievement * strategies for ensuring equal opportunities for staff and students | Curriculum Planning and curriculum changes |  |
| **TRAINING** | * Evidence of high quality training in designated subject area * Strong awareness of educational developments |  | Application and interview |
| **SKILLS** | * Strong and methodic administrative skills * Positive student behaviour management skills * Excellent communication and interpersonal skills * Strong ICT competence * Analytical and problem solving skills |  | Application and interview |
| **QUALITIES** | * Strong public presence * Good communicator * Ambitious and self-confident * Student focused commitment * Ability to inspire * A clear educational vision * A sense of humour * Strong motivation and sense of initiative * Open and transparent work ethic * Flexibility * Role model for students and staff * Seek support and advice when needed * Excellent attendance and punctuality | Evidence of ‘going the extra mile’ | References and interview |
| **CODE OF PRACTICE ON LANGUAGE REQUIREMENTS** | * Ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary. * Ability to choose the right kind of vocabulary for the situation in hand without a great deal of hesitation. * Ability to listen to stake holders and understand their needs. * Ability to tailor your approach to each conversation to be appropriate to the stake holder, responding clearly with fine shades of meaning, even in complex situations. |  |  |

September 2017

**“Coopers School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment”**