



## Job Description

**Post:** Teacher  
**Grade:** MPR/UPR  
**Responsible to:** Head of Academy

### **Purpose of the job:**

To teach pupils across the full age and ability range in order to ensure the highest possible standards of pupil achievement, personal development and well-being.

### **AREAS OF RESPONSIBILITY AND KEY TASKS**

PLANNING, TEACHING AND CLASS MANAGEMENT, TO:

Teach allocated pupils by planning their teaching to achieve progression of learning through:

- Identifying clear teaching objectives and specifying how they will be taught and assessed
- Setting tasks which challenge pupils and ensure high levels of interest
- Setting appropriate and demanding expectations
- Setting clear targets, building on prior attainment
- Identifying SEN or very able pupils
- Provide clear structures for lessons maintaining pace, motivation and challenge
- Make effective use of assessment and ensure coverage of programmes of study
- Ensure effective teaching and best use of available time
- Monitor and intervene to ensure sound learning and discipline
- Use a variety of teaching methods to:
  - i. Match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
  - ii. Use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
  - iii. Select appropriate learning resources and develop study skills through library, ICT and other sources
- Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
- Evaluate their own teaching critically to improve effectiveness.

### **ADDITIONAL STANDARDS FOR NURSERY AND EARLY YEARS**

- Take account of pupils' needs by providing structured learning opportunities which develop the areas of learning identified in national and local policies and particularly the foundations for literacy and numeracy

- Encourage pupils to think and talk about their learning, develop self-control and independence, concentrate and persevere, and listen attentively
- Use a variety of teaching strategies which involve planned adult intervention, first-hand experience and play and talk as a vehicle for learning
- Manage parents and other adults in the classroom

#### MONITORING, ASSESSMENT, RECORDING, REPORTING- TO:

- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
- Mark and monitor pupils' work and set targets for progress
- Assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving.
- Prepare and present informative reports to parents

#### OTHER PROFESSIONAL REQUIREMENTS- TO:

- Have a working knowledge of teachers' professional duties and legal liabilities
- Operate at all time within the stated policies and practices of the school
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct
- Endeavour to give every child the opportunity to reach their potential and meet high expectations;
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school
- Take responsibility of their own professional development and duties in relation to school policies and practices
- Liaise effectively with parents and governors
- Take on any additional responsibilities which might from time to time be determined

Any additional responsibilities in line with Teachers' Pay and Conditions as negotiated with the Head of Academy.

# Person Specification

## Teacher

	Ess	Des	MOA
<b>KNOWLEDGE/QUALIFICATIONS</b>			
Graduate with Qualified Teacher Status	*		A/C
Knowledge of current educational practice and issues	*		A/I
An excellent classroom practitioner	*		I/R
Knowledge of the provisions of national strategies, i.e. Literacy, Numeracy and ICT	*		A/I
Knowledge of all phases of primary education		*	A/I
Effective use of ICT to support learning		*	A/I
The implications of the Code of Practice for Special Educational Needs for teaching and learning		*	A/I
Any statutory curriculum requirements and the requirements for assessment, recording and reporting of pupils' attainment and progress	*		A/I
Full working knowledge of relevant policies/codes of practice/legislation		*	A/I
Knowledge of the new Professional Teaching Standards	*		A/I
<b>EXPERIENCE</b>			
Ability to teach in the Primary phase	*		A/I/R
<b>SKILLS</b>			
High level of written, oral and communication skills	*		A/I
Ability to communicate effectively orally and in writing to a range of audiences	*		A/I/R
Able to offer expertise in a specific subject or area		*	A/I/R
High level of organisational and planning skills	*		A/I/R
Commitment to an involvement in extra-curricular activities		*	A/I/R
Evidence of sharing in and contributing to the corporate life of the academy	*		A/I/R
Work effectively as part of a team, relating well to colleagues, pupils and parents	*		A/I/R
Ability to demonstrate a commitment to equality of opportunity for all pupils	*		A/I
Ability to investigate, solve problems and make decisions	*		A/I/R
Able to play the piano for school assemblies and performances		*	A/I
Management of people and resources	*		A/I/R

	Ess	Des	MOA
<b>BEHAVIOUR AND OTHER RELATED CHARACTERISTICS</b>			

Evidence of continuing professional development	*		A/I
Establish clear expectations and constructive working relationships in your own classroom through team working and mutual support; devolving responsibilities and delegating tasks where appropriate	*		A/I
Commitment to an involvement in extra-curricular activities	*		A/I
Work in ways that promote equality of opportunity, participation, diversity, and responsibility	*		A/I
A commitment to abide by and promote the Equal Opportunities, Health and Safety and Child Protection Policies	*		A/I
The post holder will require an enhanced DBS	*		C

Key: MOA=Method of Assessment, Ess=Essential, Des=Desirable, A=Application, I=Interview and assessment, R=Reference, C=Certificate