

## Job description

Job title	Class Teacher
Responsible to	Headteacher/Deputy Headteacher
Hours of work	Full time
Salary	MPS/UPS
Base	Rowan Park School

### General

This job description should be read alongside the range of professional duties of teachers as set out in the current School Teachers' Pay and Conditions Document and Teachers Standards:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1040274/Teachers\\_Standards\\_Dec\\_2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1040274/Teachers_Standards_Dec_2021.pdf)

### Specific Duties:

Teachers should make the education of students their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical, forge positive professional relationships and work with parents in the best interests of their students.

### Main Purpose of the Role

To teach subjects across the age and ability range including Primary, Secondary and Sixth Form as applicable. To ensure students make good to outstanding progress in this subject.

### Personal and Professional Conduct

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school by:

- treating students with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to a teacher's professional position
- having regard for the need to safeguard students' well-being in accordance with statutory provisions
- showing tolerance of and respect for the rights of others
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law

Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach and maintain high standards in their own attendance and punctuality.

Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

## Key Tasks

- To use knowledge and skills to teach pupils and students across within a class/ Key Stage.
- To use technology to support engaging and exciting teaching.
- To plan lessons which match the full range of learners' needs.
- To use regular, thorough and accurate assessment that informs learners how to improve that will contribute to student progress.
- To plan and deliver well informed and engaging lessons according to the Rowan Park School Teaching and Learning Framework.
- To devise, implement, review and monitor IEP's for class pupils and to communicate contents to parents.
- To be responsible for the health and safety of students who are in your care.
- To manage the learning of students in a secure and friendly environment in which they can thrive.
- To use data to monitor and evidence student progress.
- To provide data on the progress of students taught.
- To ensure all students assigned make at least the expected level of progress due to good teaching.
- To motivate, support and challenge students to ensure that they have good attitudes to learning.
- To contribute to extra-curricular provision.
- To maintain the equipment to ensure it is in working order for lessons / shows.
- To actively support the ethos of the school, '**where pupils and students can reach their full potential**'.
- To demonstrate professional characteristics at all times with all stakeholders, colleagues, students and parents.
- To contribute to the School's continuous improvement.
- To work openly within the framework of best practice identified in the school safeguarding policy
- To report any concerns regarding pupil safety or staff working practices to the designated CP officer(s).
- To keep up to date with local and national CPD training and training requirements.
- To support and take part in coaching/ mentoring programmes to develop self and others.
- To attend meetings and professional development and professional development activities as required.
- To work in partnership with classroom support staff, involving them in planning and evaluation in line with the school code of conduct.
- To facilitate any transition within or outside school.
- To work across both sites (Rowan High/ Park School) where needed.
- To undertake any other task required by the Headteacher that is reasonable and possible within directed time.

## Subject Co-ordinator Responsibilities

- To produce and circulate basic documentation including policies and scheme of work.
- To ensure that the aims, principles and practices are based on pupils needs and regard for national guidelines.
- To monitor continuity, progression, standards and assessments in subject areas and ensure that appropriate means of moderating judgements are developed.
- To prepare an annual subject development plan including a spending plan.
- To stay abreast of current developments, maintain training and skills and to provide advice and support to help other staff maintain such standards.
- To identify school training needs.
- To ensure resources are of a high standard and sufficient for school needs.
- To consult with LA Inspectors and advisers and seek regional advice if necessary.
- To contribute to the School Improvement Plan.

## Safeguarding

To be aware of and work in accordance with the Trust's child protection policies and procedures in order to safeguard and promote the welfare of children and young people and to raise any concerns relating to such procedures which may be noted during the course of duty.

In common with all staff and pupils of the Trust, the post holder should be aware of the Trust's policies and implement them as appropriate.

Mersey View Learning Trust is committed to safeguarding and promoting the welfare of its pupils and expects all those working at our schools to share this commitment.

The Trust is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure, including a Barred List check from the Disclosure and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance on whether a conviction or caution should be disclosed can be found on the Ministry of Justice website which can be accessed here:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

## Other duties

- To play a full part in the life of the school community, to support its mission and ethos and to encourage staff and students to follow this example
- To actively promote the school and Trust's policies
- To be courteous and provide a welcoming environment.

## Person specification

	Essential	Desirable
<b>Experience, Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status (A/C)</li> <li>• A degree or equivalent (A/C)</li> <li>• A deep understanding of national curriculum for SEN and its teaching (A/L/I)</li> <li>• A confident and competent user of ICT (A/I)</li> <li>• Ability to deliver lessons to a diverse group of pupils(I/L)</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with SEN children (A/I)</li> </ul>
<b>Behaviour</b>	<ul style="list-style-type: none"> <li>• Manage classes effectively, using approaches which are appropriate to pupils' needs in order to involve and motivate them (A/I)</li> <li>• Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary. (A/I)</li> </ul>	
<b>Assessment &amp; Progress</b>	<ul style="list-style-type: none"> <li>• An understanding of Assessment for Learning. (L)</li> <li>• Ability to assess student work accurately and precisely using criteria. (I)</li> <li>• Ability to motivate, engage and enthuse learners. (L/P)</li> <li>• Ability to plan and assess work which results in learners making expected and better progress. (I,L)</li> <li>• An understanding of the importance of data in relation to student progress. (I)</li> <li>• To keep accurate, precise and relevant records of student achievement (I)</li> </ul>	
<b>Wider Professional Effectiveness</b>	<ul style="list-style-type: none"> <li>• To comply with School routines and protocols as written and intended (I)</li> <li>• To communicate effectively and willingly with all School stakeholders (I)</li> <li>• To demonstrate awareness of the need to promote and protect the School's profile and reputation (I)</li> </ul>	

<p><b>Personal &amp; Professional Conduct</b></p>	<ul style="list-style-type: none"> <li>• To demonstrate commitment to the professional development of self and that of the school (I)</li> <li>• A commitment to undertake all relevant in-service training and continual professional development (I)</li> <li>• A commitment to safeguarding and promoting the welfare of children and young people (I)</li> </ul>	
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**A** = Application  
**C** = Certificate  
**I** = Interview  
**L** = Lesson Observation

The above qualities will be assessed through a comprehensive recruitment process, which involves application analysis, scrutiny of reference and interview.

The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent and must be eligible to work in the UK.