



Job Description

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| Job title: | Teacher |
| Grade: | Main scale |
| Responsible to: | Head of department, SLT link, Headteacher |
| Principle accountabilities: | The professional duties of teachers, (other than the headteacher) are set out in the school teachers pay & conditions document (DfE teachers standards). In addition, the specific requirements of the post of classroom teacher, along with the particular duties expected of the post holder have been set out below. |
| Teaching: | <ul style="list-style-type: none">• Plan and teach lessons to the classes that have been assigned within the context of the school's plans, curriculum and schemes of work• Assess, monitor, record and report on the learning needs, progress and achievement of assigned pupils• Participate in arrangements for preparing pupils for external examinations• Ensure all marking, feedback and setting of homework is undertaken in line with the school's established protocols |
| Whole school organisation, strategy and development | <ul style="list-style-type: none">• Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision• Set high standards which will allow all students to aspire, persevere and achieve their best• Work with others on curriculum and/or pupil development to secure coordinated outcomes• Supervise, and as far as practicable teach any pupils where the person timetabled to take the class is not available to do so |
| Health, safety and discipline | <ul style="list-style-type: none">• Promote the safety and wellbeing of pupils• Maintain good order and discipline among pupils |
| Management of staff and resources | <ul style="list-style-type: none">• Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff• Deploy resources delegated to them• Ensure all school resources and equipment are kept in good condition |
| Professional development | <ul style="list-style-type: none">• Participate in arrangements for the appraisal and review of performance management targets, and, |

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| | <p>where appropriate, that of other teachers and support staff</p> <ul style="list-style-type: none"> • Participate in arrangements for further training and professional development and, where appropriate, that of other teachers and support staff, including induction |
| Communication | <ul style="list-style-type: none"> • To ensure effective dialogue with parents in accordance with school policies |
| Working with colleagues and other relevant professionals | <ul style="list-style-type: none"> • Collaborate and work with colleagues and other relevant professionals within and beyond the school |

These duties may be varied to meet the changing demands of the school at the reasonable discretion of the headteacher.

This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out above.

Mr Mike Applewhite
February 2019



William de Ferrers School
Aspire Persevere Achieve

Person specification

(to be read in conjunction with the job description)

| | Essential | Desirable | Interview | Application |
|--|-----------|-----------|-----------|-------------|
| Qualification and training | | | | |
| Degree or equivalent | ↓ | | | ↓ |
| Qualified teacher status | ↓ | | | ↓ |
| Attendance at courses which would provide relevant preparation for a management role | | | | |
| Experience | | | | |
| At least two years highly successful teaching experience/training | | ↓ | | ↓ |
| Evidence that, as a teacher, the candidate has supported colleagues effectively, experience of dealing effectively with pupil discipline, preferably in a caring and compassionate but firm manner | | ↓ | ↓ | |
| Evidence of successful organisation and administration | ↓ | | ↓ | |
| Personal qualities | | | | |
| Personal 'presence' and confidence, warmth and sensitivity, flexibility and maturity of approach, enthusiasm and a sense of humour | ↓ | | ↓ | |
| Drive, energy and commitment, proven capacity for hard work and willingness to go the extra mile, capacity to manage own work pressure and that of others effectively | ↓ | | ↓ | |
| Commitment of partnership between school, parents, community, governing body and others who have an interest in the school | ↓ | | ↓ | |
| Proven ability to work as a team member | ↓ | | ↓ | |
| Record of good health and attendance | ↓ | | | ↓ |
| Pragmatically optimistic | ↓ | | ↓ | |
| Outside interests | | ↓ | | ↓ |
| Interpersonal skills | | | | |
| Ability to develop and maintain good working relationships with pupils, teaching and non-teaching colleagues, parents, governors and others associated with the school | ↓ | | ↓ | |
| Ability to mediate, arbitrate and negotiate in appropriate circumstances | ↓ | | ↓ | |

Job related aptitudes, skills and knowledge

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| Ability to effectively use knowledge of current educational management, personnel and curricular issues, recent reports and legislation especially related to the teaching subjects in the department through the 11-18 range | | ↓ | ↓ | |
| Ability to communicate effectively with different audiences, orally and in writing | ↓ | | ↓ | ↓ |
| Willing to respond wholeheartedly to the need for good public relations and school promotion | | ↓ | ↓ | |
| Knowledge of curriculum developments and related matters | | ↓ | ↓ | |
| Good ICT skills and knowledge | | ↓ | | ↓ |