



THE OAK-TREE GROUP OF SCHOOLS

JOB DESCRIPTION

Job Title: Teacher

Name:

Responsible to: Head of Department
Headmistress

Role:

This is a role for an excellent teacher, who is able to motivate and inspire the pupils at the school. The teacher will encourage high standards and should be able to teach small classes with excellent outcomes.

Duties and Responsibilities:

In Accordance with School Procedures:

- To support the ethos of the School and work in accordance with its aims and policies.
- To follow Health and Safety procedures.
- To help safeguard the health and safety of all members of the school community where applicable and to report any concerns of safety immediately to the Health and Safety Officer.
- To promote the safeguarding and welfare of the pupils.
- To be aware of responsibilities under the School's Safeguarding Children Policy and to report any concerns as soon as they occur.
- To promote the Spiritual, Moral, Social and Cultural development of the pupils.
- To promote equality of opportunity and anti-discriminatory practice for all children.
- To help take responsibility, as far as can reasonably be expected, for the safety, educational and social development of each of the pupils in the class at the time.
- To ensure that your work, communication and approach conforms to the brand values of the Oak-Tree Group.
- To be vigilant throughout the school day with regard to visitors entering and leaving the site and to challenge unknown visitors when necessary.

General:

- To maintain high standards of time keeping.
- To carry out supervisory duties on a rotational basis as reasonably required, including registration of pupils and provision of relief cover.
- To provide a role model for the development of pupils' social behaviour and attitudes.
- To set a good example in terms of dress, punctuality and attendance.
- To provide a safe, secure and well-organised environment to encourage the development of pupils as independent learners.
- To establish a safe, purposeful and stimulating environment for pupils and establish a framework for discipline with a range of strategies.
- To treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.
- To support the extra-curricular life of the School.
- To attend staff meetings as required.
- To carry out Risk Assessments for educational visits and classroom and ensure Health and Safety Procedures are followed.

Teaching and Planning:

- To maintain high standards of teaching and learning, marking, monitoring, assessment and communication with parents.
- To be responsible for the learning and achievement of all pupils in the class/es.
- To develop cross-curricular links and opportunities for ICT.
- To use effective questioning, listen carefully to pupil and give attention to errors.
- To ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught.
- To deliver the curriculum as relevant to the age and ability group/subject/s that you teach.
- To implement school policies, guidelines, schemes of work and plans in consultation/ collaboration with individual subject co-ordinators.
- To provide and implement short, medium and long term planning.
- To use assessment and evaluation to inform future planning.
- To plan, provide and supervise activities that are appropriate, stimulating and challenging, where appropriate making use of the Interactive Whiteboard.
- To be aware of pupils' capabilities and prior knowledge to plan and differentiate accordingly.
- To use teaching and planning strategies that are appropriate to the educational needs of any child identified as having Special Educational Needs, including Gifted and Talented and EAL, in partnership with parents and other relevant parties.
- To organise educational visits or separate in-school activities where possible to further complement the curriculum.
- To set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate.
- To give pupils regular feedback, both orally and through accurate constructive feedback and marking in line with policy.
- To encourage pupils to respond to the feedback, reflect on their progress, consider any particular needs and to take a responsible attitude to their own work and study.
- To liaise with specialist teachers to encourage cross-curricular links.

Classroom organisation:

- To ensure that classroom organisation provides opportunities for pupils to take responsibility for their learning.
- To prepare classroom tasks and resources.
- To ensure that resources are appropriate and in good working order.
- To be accountable for the distribution and collection of resources.
- To photocopy materials as required and in accordance with copyright laws.
- To prepare pupils' work for displays and maintain a high standard of display in the main classroom and throughout the School.
- To register attendance and return records to the School Office as required.

Assessments:

- To make regular assessments and observations of pupils.
- To monitor and record progress and report findings as required.
- To assess how well learning objectives have been achieved and to use them to improve specific aspects of teaching.
- To keep pupil files up-to-date by the required date.
- To track pupil performance and implement intervention measures where pupils are under-achieving at the earliest stage.
- To discuss individual pupils with the SENDCo/Headmistress when appropriate.
- To meet with parents formally and informally, if required, to discuss pupils' progress and individual issues.
- To mark/assess pupils' work promptly, positively and comment appropriately with regard to specific learning intentions.
- To write regular formal, informative reports on each pupil as required.

Provide pastoral care:

- To take responsibility for discipline within the classroom and, jointly with colleagues, maintain a high standard of discipline throughout the School.
- To supervise children moving to and from other areas of the school (eg Studio/ICT room), ensuring behaviour that will not be distracting to others in the school.
- To assist with special events when required, such as concerts, plays, prize days and sporting events.
- To supervise children changing for all sports activities including dance sessions.
- To prepare class assemblies as required.
- To carry out break, lunch and late duties as required.

Professional Development:

- To attend INSET courses and keep well informed about new developments in the educational world and statutory requirements.
- To take part in the School Performance Management Programme and attend School INSET as required.
- To be responsible for improving and developing the teaching.
- To keep well informed about new developments in the educational world and statutory requirements with particular attention to the relevant subject and/or Key Stage curriculum.

The Teacher should also be prepared to undertake other such specific duties that may be assigned by the Headmistress from time to time.