Job Description

Job Title:	**Qualified Teacher**
Grade:	**Qualified Teacher Pay Scale**
Salary:	**M1- U3**
Conditions of Service:	**STPCD**
Responsible to:	**Head of Department / Principal / Vice Principal**

General Description of the Post

To carry out the professional duties of a teacher as directed and in accordance with the school's policies under the direction of the Head Teacher and develop the emotional skills of children in order to ensure that they are able to receive the best teaching and learning in the classroom. Be willing to take a leading role in developing workplace policies and practice and in promoting collective responsibility for their implementation.

Relationships with children and young people

- Have high expectations of children and young people including a commitment to ensuring that they can achieve their full educational potential and to establishing fair, respectful, trusting, supportive and constructive relationships with them.
- Hold positive values and attitudes and adopt high standards of behaviour in their professional role.

Main Responsibilities

- Contribute to the development, implementation and evaluation of the policies and practice of the workplace, including those designed to promote equality of opportunity.
- Communicate effectively with children, young learners, parents/carers and colleagues, including those from multidisciplinary teams.
- Communicate effectively orally and in writing to parents and carers, conveying timely and relevant information about attainment, objectives, progress and well-being.
- Encourage parents and carers to participate in discussions about the progress, development and well-being of children and young people.
- Recognise and respect the contributions that colleagues, parents and carers can make to the development and well-being of children and young people and raising their levels of attainment**.**
- Demonstrate excellent and innovative pedagogical practice in order to provide young learners with excellent opportunities and outcomes.
- To raise the quality of teaching and learning, setting high expectations and monitoring and evaluating the effectiveness of learning outcomes.
- Set clear and challenging targets for each pupil that build on prior attainment.
- Assess learning objectives that have been achieved and use them to improve specific aspects of teaching.
- Mark and monitor pupils' work, 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.
- Have high expectations of children and young people including a commitment to ensuring that they can achieve their full educational potential and to establishing fair, respectful, trusting, supportive and constructive relationships with them.

- Know the assessment requirements and arrangements for the subjects/curriculum areas they teach, including those relating to public examinations and qualifications.
- Use an appropriate range of approaches to assessment, including the importance of formative assessment.
- Use local and national statistical information to evaluate the effectiveness of teaching, to monitor the progress of young learners and the raise levels of attainment.
- Use reports and other sources of external information related to assessment in order to provide learners with accurate and constructive feedback on their strengths, weaknesses, attainment, progress and areas for development, including action plans for improvement.
- Make effective use of an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives and monitoring learners' progress and levels of attainment.

Professional Standards

- Hold positive values and attitudes and adopt high standards of behaviour in their professional role.
- Maintain an up-to-date knowledge and understanding of the professional duties of teachers and the statutory framework within which they work, and contribute to the development, implementation and evaluation of the policies and practice of their workplace, including those designed to promote equality of opportunity.
- Provide learners, colleagues, parents and carers with timely, accurate and constructive feedback on learners' attainment, progress and areas for development.
- Support and guide learners so that they can reflect on their learning, identify the progress they have made, set positive targets for improvement and become successful independent learners.
- Use assessment as part of their teaching to diagnose learners' needs, set realistic and challenging targets for improvement and plan future teaching
- Review the effectiveness of their teaching and its impact on learners' progress, attainment and well-being, refining their approaches where necessary.
- Review the impact of the feedback provided to learners and guide learners on how to improve their attainment.

Teaching and Learning

- Identifying clear teaching objectives and specifying how they will be taught and assessed
- Plan and teach challenging, well-organised lessons and sequences of lessons that:

    - are informed by relevant and up-to-date subject, curriculum and pedagogical knowledge;
    - use a range of teaching and learning strategies and resources, including e-learning, adapted to meet learners' needs effectively; and
    - take account of the prior learning and attainment of those they teach and underpin sustained progress and effective transitions.
- Plan, set and assess coursework for examinations, homework and other out-of-class assignments to sustain learners' progress and to extend and consolidate their learning.

- Identify and provide opportunities for learners to develop literacy, numeracy, ICT and thinking and learning skills appropriate within their phase and context
- Have a secure knowledge and understanding of the subjects/curriculum areas they teach including: the contribution that their subjects/curriculum areas can make to cross-curricular learning, recent relevant developments, and related pedagogy.
- Know and understand the relevant statutory and non-statutory curricula and frameworks, including those provided through the National Strategies, for their subjects/curriculum areas and other relevant initiatives across the age and ability range they teach.
- Know how to use skills in literacy, numeracy and ICT to support their teaching and wider `

Learning and Behaviour

- Have a good, up to date working knowledge and understanding of a range of teaching, learning and behaviour management strategies and know how to use and adapt them, including how to personalise the learning experience to provide opportunities for all learners achieve their potential.
- 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: match approach to content, structure information, present a set of key ideas and use appropriate vocabulary, use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
- Select appropriate learning resources and develop study skills through library, ICT and other resources;
- Have a creative and constructively critical approach towards innovation; being prepared to adapt their practice where benefits and improvements are identified.
- Act upon advice and feedback and be open to coaching and mentoring.

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- Understand how children develop and how the progress, rate of development and well-being of learners are affected by a range of social, religious, ethnic, cultural and linguistic influences.
- Know how to make effective personalised provision for those they teach, including those for whom English is an additional language or who have special educational needs or disabilities, and how to take practical account of diversity and promote equality and inclusion in their teaching.
- Know the current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of children and young people.
- Know the local arrangements concerning the safeguarding of children and young people.
- Know how to identify potential child abuse or neglect and follow safeguarding procedures.
- Know how to identify and support children and young people whose progress or well-being is affected by changes or difficulties in their personal circumstances, and when to refer them to colleagues for specialist support.

Leadership and Management

- Establish a purposeful and safe learning environment which complies with current legal requirements, national policies and guidance on the safeguarding and well-being of children and young people so that learners feel secure and sufficiently confident to make an active contribution to learning and to the school.
- Make use of the local arrangements concerning the safeguarding of children and young people.

- Identify and use opportunities to personalise and extend learning through out of school contexts where possible making links between in-school learning and learning in out-of-school contexts.
- Manage learners' behaviour constructively by establishing and maintaining a clear and positive framework for discipline, in line with the school's behaviour policy;
- Use a range of behaviour management techniques and strategies, adapting them as necessary to promote the self-control and independence of learners
- Promote learners' self-control, independence and cooperation through developing their social, emotional and behavioural skills.
- Work as a team member and identify opportunities for working with colleagues, managing their work where appropriate and sharing the development of effective practice with them

Pupil Support

- Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught.
- Evaluate their own teaching critically to improve effectiveness
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct
- Evaluate their performance and be committed to improving their practice through appropriate professional development.
- Communicate effectively with learners and colleagues;
- Have a commitment to collaboration and co-operative working where appropriate.
- Identify and use opportunities to personalise and extend learning through out of school contexts where possible making links between in-school learning and learning in out-of-school contexts.

PERSON SPECIFICATION
Qualified Teacher

Qualifications	**Essential / Desirable**
• PGCE (Secondary)	• Essential
• Degree or equivalent in [subject specific area]	• Essential
• Further Relevant [subject specific] Qualification or equivalent	• Desirable
• Good A Level Result in [subject specific] or related subject	• Essential
• Additional qualifications in [ ]	• Essential
• **Experience**	•
• Relevant teaching experience within a similar setting	• Essential
• Ability to teach GCSE Key Stage [ ]	• Desirable
• Experience in running extra-curricular activities	• Essential
• **Knowledge & Skills**	
• An understanding of the strategies required to motivate, engage and inspire students	• Essential
• Well-developed IT skills to enhance teaching and learning	• Desirable
• Knowledge and understanding of safeguarding procedures in relation to children and young people.	• Essential
• **Personal Qualities**	•
• Excellent communication and interpersonal skills	• Essential
• Good time management and the ability to multi-task	• Essential
• Flexibility, commitment and reliability	• Essential
• Understanding of and significant contribution to the whole school extra-curricular programme	• Essential