

Role:	Foxwood Academy, Class Teacher – Maternity cover, with the possibility of a permanent role in the future
Location:	Foxwood Academy, Derby Road, Bramcote, Nottingham NG9 3GF
Salary:	M1 – UPR plus SEN Allowance
Hours:	Full time (part-time considered)
Suitable for:	ECT Graduates, a teacher with SEN experience or a mainstream teacher looking to make a change
Start:	September 2026

GENERAL INFORMATION

The following information is provided to assist staff joining the White Hills Park Trust to understand and appreciate the work, content of the post and the role they are to play in the organisation. Whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used which assume all the usual associated routines.

Purpose:

This job description is additional to the basic duties outlined in the latest School Teachers' Pay and Conditions Document, the Education Act 1997, the required standards for Qualified Teacher Status, other current educational legislation and in accordance with academy policies and under the direction of the Head teacher.

Reporting to:

- Headteacher
- Deputy Headteachers
- Phase Leaders

Responsible for:

- Teaching assistants within the class

To co-operate with:

- All colleagues in all teams
- Parents, carers, and the local community

Disclosure:

- Clear and current Enhanced DBS check

Core duties and key responsibilities:

Teaching

- Develop schemes of work using National Curriculum expectations and Foxwoods Key Stage End Points (KSEPs) as a basis to ensure coverage of appropriate specialist programmes of study for all students.

- Plan work in accordance with developed schemes of work and curriculum programmes of study.
- Liaise with relevant colleagues on the planning of units of work for collaborative delivery. (e.g. Preparing for Adulthood modules)
- Take account of students' prior levels of attainment and use them to set targets for future improvements.
- Set work for students absent from school for health or disciplinary reasons.
- Maintain good discipline by adherence to the advice and guidelines given to staff in the behaviour policy
- Set high expectations for students' behaviour by establishing a purposeful working atmosphere in accordance with the academy's behaviour code.
- Set appropriate and challenging expectations for students' learning, motivation and presentation of work.
- Deliver interesting and challenging lessons.
- Evaluate teaching critically to improve effectiveness and systematically refine planning.
- Manage the home/school communication involving parents effectively in their son/daughter's learning.
- Ensure appropriate supplementary documentation is produced to remove barriers to learning. These may include Individual Behaviour Plans, Risk assessments, Care Plans, etc.

Assessment, Recording and Reporting

- Maintain notes and plans of lessons undertaken and records of students' work.
- Mark, monitor and return work within a reasonable and agreed time span providing constructive oral and written feedback and clear targets for future learning, as appropriate.
- Carry out assessment programmes (e.g. reports) as agreed by the Academy.
- Complete students' records of achievement/progress files in line with policy and as specified in the published calendar.
- Attend the appropriate Parents' Evenings/Targeted Support meetings, etc. to keep parents informed to the progress of their child.

Pastoral Work

- It is anticipated that the teacher will make a contribution to the pastoral life of the academy, as a form tutor.

Leadership and Management

- To be accountable for the students in the allocated classes and start to develop wider leadership responsibility in order to prepare for future career development.
- To develop schemes of learning in the academy.
- Liaise with colleagues to embed wider student targets into teaching practice.

Professional Standards

- Support the aims of the academy to promote a 'learning community'.

- Treat all members of the community, colleagues and students, with respect and consideration.
- Treat all students fairly, consistently and without prejudice.
- Set a good example to students in terms of appropriate dress, standards of punctuality and attendance.
- Promote the aims of the academy by attendance at, and participation in, events such as Presentation Evening.
- Support the ethos of the academy by upholding the behaviour code.
- Take responsibility for own professional development and participate fully in the Academy CPD programme.
- Reflect on own practice as well as the practices of the academy, with an aim of improving all that we do.
- Read and adhere to the various policies and practices of the Academy.
- To undertake all relevant Safeguarding training and to be fully aware of all aspects of Safeguarding of Children.
- Participate in the management of the academy by attending various staff meetings.
- Ensure that all deadlines are met as published in the academy calendar.
- Undertake other professional duties that may be reasonably assigned to them by the Head teacher.
- Be proactive and take responsibility for matters relating to Health and Safety.

The job description may be subject to amendment or modification, should circumstances change, but any changes will be discussed with you in the first instance.

In addition to the duties specified you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases.

The job description does not form part of the contract of employment.

Signed _____ Date _____