



## TEACHER

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<b>RESPONSIBLE TO:</b>	Learning Leader / Headteacher / Head of School
<b>CONDITIONS OF EMPLOYMENT:</b>	Refer to School Teachers' Pay and Conditions Document
<b>DISCLOSURE LEVEL:</b>	Enhanced
<b>RESPONSIBLE FOR:</b>	The provision of a full learning experience and support for students.
<b>LOCATION:</b>	The postholder will be based at a CLPT School. The postholder may be required to work at another school in the hub from time to time or for a specified period
<b>SCHOOL BASED ALLOWANCE:</b>	If in receipt of a SBA, refer to the targets issued for the Development Post. Post holders are to produce termly reports to Governors, targets will be monitored termly and will also form part of the appraisal process.

<b>JOB PURPOSE</b>
<p>To be an effective professional, who demonstrates thorough curriculum knowledge, can teach and assess effectively, takes responsibility for professional development and supports students to maximise their potential.</p> <p>In fulfilling the requirements of the post, the teacher will demonstrate essential professional characteristics, and in particular will:</p> <ul style="list-style-type: none"><li>• Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area.</li><li>• Monitor and support the overall progress and development of students as a teacher / Personal Tutor.</li><li>• Facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.</li><li>• Contribute to raising standards of student attainment.</li><li>• Share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.</li></ul> <p><u>Essential Professional Characteristics</u></p> <ul style="list-style-type: none"><li>• Work collaboratively with colleagues, sharing best practices and contributing to the school's and Trust's continuous improvement.</li><li>• Model exemplary professional behaviour and maintain high standards of personal conduct, serving as a role model for students.</li></ul>

<b>MAIN DUTIES AND RESPONSIBILITIES</b>	
<p><b>Teaching, Learning and Progress</b></p>	<p>The responsibility of the teacher is to deliver a high-quality learning programme and manage the learning of all students in the groups for which he/she is responsible, under the direction of the Learning Leader. This requires thorough planning, effective teaching and rigorous monitoring to achieve progression of learning:</p> <ul style="list-style-type: none"> <li>• Plan thoroughly and teach effectively, all lessons that promote the development of abilities and aptitudes of all students in classes and groups assigned, enabling them to make good and better progress.</li> <li>• Differentiate and personalise planning and teaching to ensure the achievement of all learners including those with SEND.</li> <li>• Ensure that planning meets the needs of the individual / groups of learners, make explicit use of prior learning and clearly identify students needing extra support.</li> <li>• Engage in reflective practice, seeking feedback, and using it to improve teaching practices and student outcomes.</li> <li>• Be at the forefront of implementing research based educational best practice in order to meet the needs of all learners</li> <li>• Understand and apply a range of teaching strategies.</li> <li>• Positively target and support individual learning needs.</li> <li>• Understand and apply effective classroom management.</li> <li>• Maintain high levels of behaviour and discipline.</li> <li>• Effectively use homework and other extracurricular learning opportunities.</li> <li>• Monitor rigorously to ensure every student makes progress.</li> <li>• Demonstrate consistent progress across all spectrums of background, ability and behaviour, that is in line, or exceeds, student progress targets.</li> <li>• Work in partnership with additional adults, including Learning Support Assistants, planning together as appropriate and directing the support to have maximum impact on the learning of students.</li> </ul>
<p><b>Monitoring, Assessment, Recording and Reporting</b></p>	<ul style="list-style-type: none"> <li>• Use internally set progress targets and performance data to evaluate pupils' progress and set appropriate targets for improvement.</li> <li>• Use a range of assessment evidence to inform planning and teaching of appropriate lessons matched to the needs of all students.</li> <li>• Use a range of assessment evidence to identify where specific help is required and inform differentiation and intervention strategies.</li> <li>• Use diagnostic feedback effectively when assessing progress.</li> <li>• Provide oral and written assessments, reports and references relating to individual students and groups of students.</li> <li>• Participate in arrangements that prepare students for external examinations.</li> <li>• Assess students for the purposes of internal and external examinations, recording and reporting such assessments.</li> <li>• Participate in parents' evenings / events to report on progress, learning, personal development and wellbeing.</li> <li>• Report on progress to all stakeholders.</li> </ul>
<p><b>Climate for Learning</b></p>	<ul style="list-style-type: none"> <li>• Promote and maintain an appropriate climate for learning among students in line with school policies and the school's ethos.</li> <li>• Safeguard the health and safety and wellbeing of students on school premises and when they are engaged in authorised school activities elsewhere. Follow policy and procedures to report any concerns.</li> </ul>

<p><b>CPD and Performance Management</b></p>	<ul style="list-style-type: none"> <li>• Contribute to the development, review, and refinement of the curriculum to ensure it meets the needs of all students and aligns with current educational standards and practices.</li> <li>• Participate in arrangements for performance management.</li> <li>• Participate in curriculum and whole school self-evaluation activities to review teaching, planning and learning.</li> <li>• Participate in CPD including joint practice development with other teachers to secure continuous improvement.</li> </ul>
<p><b>Pastoral Duties</b></p>	<ul style="list-style-type: none"> <li>• Be a personal tutor to an assigned group of students.</li> <li>• Promote the general progress and well-being of individual students and of the form tutor group as a whole.</li> <li>• Liaise with the Learning Leader, Student Services, Deputy Headteacher and relevant members of SLT to ensure the implementation of the school's pastoral system.</li> <li>• Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.</li> <li>• Contribute to the preparation of Action Plans, progress files and other reports.</li> <li>• Alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved.</li> <li>• Communicate, as appropriate, with parents of students and persons or bodies outside the school concerned with the welfare of individual students, after consultation with appropriate staff.</li> <li>• Contribute to PSHE, citizenship and enterprise according to school policy.</li> </ul>
<p><b>Other Professional Requirements</b></p>	<ul style="list-style-type: none"> <li>• Support and/or lead extra-curricular activities to enhance the overall school experience and provide additional opportunities for student development.</li> <li>• Have a working knowledge of teachers' professional duties and legal liabilities.</li> <li>• Operate at all times within the stated policies and practices of the school, including professional duties.</li> <li>• Perform duties as part of a duty team.</li> <li>• Maintain an up-to-date knowledge of good practice in teaching techniques.</li> <li>• Know subject(s) or specialism(s) to enable effective teaching.</li> <li>• Take account of wider curriculum developments.</li> <li>• Contribute positively and effectively to the Inclusion agenda.</li> <li>• Undertake professional development to enhance teaching and pupils' learning, and: apply outcomes and identify impact; share outcomes with colleagues.</li> <li>• Take responsibility for professional learning.</li> </ul>
<p><b>Safeguarding Statement</b></p>	
<p>In accordance with CLPT's Safeguarding Policy and the document 'Keeping Children Safe in Education', all staff have a duty of care to safeguard the health and safety and wellbeing of all students on school premises and when engaged in authorised school activities elsewhere. Staff are inducted to follow policy and procedures to report any safeguarding concerns.</p>	
<p><b>Health and Safety</b></p>	
<p>The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Trust's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the staff VLE and must be observed by the jobholder.</p>	

<b>Confidentiality and Data Protection</b>
The job holder is expected to comply with the provisions of the Data Protection Act 2018. Any information that they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy. Nothing shall prevent you from disclosing information which you are entitled to disclose under the Public Interest Disclosure Act 1998 (as amended), provided the disclosure is made in accordance with the provisions of the Act. The Trust's Whistleblowing Policy is available via the Staff VLE.
<b>Equality and Diversity</b>
CLPT is committed to equality and values diversity. As such the Trust is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. The duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.
<b>Training and Development</b>
CLPT has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting safeguarding and general obligations.
<b>Mobility</b>
The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.
<b>The Postholder is required to:</b>
<ul style="list-style-type: none"> <li>• Undertake a systematic study of practice with a consequent programme of self and professional development to ensure that the necessary skill, knowledge and understanding are kept up to date.</li> <li>• Be aware of and comply with all school policies (available via the Staff VLE). It is important that all staff keep up to date with current policies and any concerns are reported to the relevant named persons without delay.</li> <li>• To promote equality, diversity and inclusion and demonstrate this within the role.</li> <li>• To play a full part in the life of the school community, to support its distinctive mission, aims and the ethos.</li> <li>• To set an example of positive personal integrity and professionalism with appropriate communications and relationships at all levels.</li> <li>• To act as exam invigilator when required.</li> <li>• To undertake such other duties which may be regarded as within the nature of the duties and responsibilities for the grade of the post as defined and subject to any reasonable adjustments under the Equality Act 2010. Any changes of a permanent nature will be incorporated into the job description.</li> </ul>

<b>Endorsement:</b>	
<p>This job description reflects the major tasks to be carried out by the job holder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.</p> <p>This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the salary grade for the job. The jobholder is expected to comply with any reasonable management requests.</p>	
<b>Declaration</b> I accept this job description.	
<b>Print Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	