

## Job Description

<b>Post Title:</b>	Teacher
<b>Location:</b>	Wyndham Spencer Academy
<b>Salary/Pay Range:</b>	Main Pay Scale/Upper Pay Scale
<b>Hours of work:</b>	Full time
<b>Reporting to:</b>	Principal

### Purpose of Role

Working as part of this important team and in partnership with the Principal, the candidate will:

- Be committed to providing the best learning experience for all children at Wyndham
- Continue to develop the school approaches and work of being a centre of excellence
- Support and contribute to the school's commitment to enhancing the learning provision, experience and outcomes, enabling all children to have the best possible start and life chances

### Nature and Scope

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

### Main Duties and Responsibilities

Specific responsibilities include:

- The current School Teachers' Pay and Conditions document describes duties which are required to be undertaken by teachers in the course of their employment. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner. It is the contractual duty of the post holder to ensure that his/her professional duties are discharge effectively and in line with the Teacher Standards
- The duties set out below are in addition to the overall class teaching requirements
- The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate

### Specific responsibilities include:

- Be a great role model as a teacher
- Ensure consistent approaches and strategies for teaching and learning are utilised
- Be committed to raising the quality of teaching and learning across school
- Building effective relationships with parents/carers and deal with day-to-day issues as they arise
- Ensure that parents/carers are well-informed about the curriculum, targets, children's progress and attainment

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- Be outward-facing, reading and researching current evidence to inform practice and pedagogy
- Take risks to enable creativity and innovation in education
- Report to governors on relevant issues, particular to post
- Plan engaging and relevant lessons collaboratively with colleagues, respecting the thoughts of others and using our WONDER curriculum
- Plan and deliver CPD to staff, including INSET
- Uphold the Trust and Academies policies and equal opportunities
- Encourage excellent parental involvement within the daily routine

In addition to the above, the post holder may be asked to undertake such duties of a similar nature reasonably directed by the Principal from time to time.

Note:

The duties and responsibilities of the post may vary from time to time according to the changing needs of the school.

### **General**

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular Safeguarding, IT, Health and Safety and GDPR.
- Participate in the Trust Professional Performance Review process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

**The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.**

Name

Signature

Date

## Person Specification

	Essential	Desirable
<b>Qualifications and experience</b>		
<ul style="list-style-type: none"> <li>Educated to degree level</li> <li>Qualified teacher status</li> <li>Evidence of further professional development</li> <li>At least 2 years teaching experience in an inner-city school</li> <li>Be able to demonstrate experience of effecting change in teaching and learning at class, phase or whole school level</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li></li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li></li> <li></li> <li></li> <li>✓</li> <li></li> </ul>
<b>Knowledge and skills</b>		
<ul style="list-style-type: none"> <li>Must have a sound understanding and be able to demonstrate skills and attributes involved in effective leadership</li> <li>A proven excellent classroom practitioner, willing and able to teach any year group as directed by the Principal</li> <li>Able to plan, organise, model and resource an outstanding and stimulating learning environment for individual children and groups of children and deliver, evaluate and assess learning</li> <li>Knowledge of how to teach reading, including phonics</li> <li>Understanding and be able to demonstrate current good practice</li> <li>How to create and use scaffolds to support learning</li> <li>Have a sound understanding and be able to demonstrate how assessment and data support school improvement and the drive for high standards</li> <li>Must be able to present data in such a way as to support the effective tracking of individual pupil progress</li> <li>Have a sound knowledge and understanding of current strategies used to narrow the gap between different groups of pupils</li> <li>Good knowledge of the relevant legislation and guidance within the education sector</li> <li>Understanding of and the ability to engage positively with issues related to equality of opportunity</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> </ul>
<b>Personal qualities</b>		
<ul style="list-style-type: none"> <li>Able to form positive relationships with all children and motivate them to succeed</li> <li>Able to work with others in a team to support work with children with special educational needs</li> <li>Work at all times within the framework of agreed school policies</li> <li>To relish challenge and perform efficiently in this new and exciting management role</li> <li>Have a flexible approach to work who enjoys being a good team member</li> <li>Good communication skills both orally and in writing</li> <li>Able to manage own work load effectively and responds swiftly to tight deadlines</li> <li>Good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> </ul>

<ul style="list-style-type: none"> <li>• Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit</li> <li>• Willingness to, and ability to, run whole school INSET</li> <li>• Openness and willingness to address and discuss relevant issues, allied with an ability to inspire and challenge others and deal with challenging questions</li> <li>• To practice equal opportunities in all aspects of the role and around the work place in line with policy</li> <li>• To maintain a personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post</li> <li>• Commitment to the highest standards of child protection and safeguarding</li> <li>• Recognition of the importance of personal responsibility for health and safety</li> <li>• Commitment to the Trust's ethos, aims and whole community.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	
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