



**Affinity**  
Learning Partnership

## **Job Description and Person Specification**

Post Title:	Teacher
Grade:	UQT/MPS/UPS
Accountable to:	Principal

## ROLE OVERVIEW:

To play a full part in the life of the academy community, to support its distinctive vision and ethos and to encourage staff and students to follow this example. To support and implement all academy policies. To plan, prepare and teach lessons of the highest quality.

## KEY ACCOUNTABILITIES:

### MAIN DUTIES

- Teach a broad-based curriculum to the assigned class or classes to facilitate the acquisition of knowledge/skills and to promote enjoyment in learning.
- Be responsible for a designated classroom/teaching area and associated resources.
- Direct the use of any support staff or class helpers.
- Have high expectations of the pupils' behaviour, academic and social abilities, and set clear targets that are both realistic, measurable and which build upon prior knowledge or attainment.
- Establish and maintain a high standard of discipline by the use of praise, rewards and sanctions, and thereby create an environment in which pupils feel safe, secure and confident.
- Provide a challenging, yet supportive learning environment, which stimulates maintains and develops lively enquiring minds through the use of a variety of differentiated teaching methods.
- Plan and provide structured learning opportunities, which engage pupils' interest, and which take into account their needs - particularly their developing physical, intellectual, emotional and social abilities.
- Implement and keep records on Education, Health and Care Plans.
- Consider the needs of all pupils within lessons, including implementing specialist advice.
- Encourage all pupils to reach their true potential and become independent learners with a positive attitude to life-long learning.
- Value application, perseverance, initiative and independence of thought and action, as well as co-operative endeavours.
- Develop in pupils a sense of moral values and a positive attitude towards themselves and others with a strong sense of self-respect and a respect for other people's property, ideas and beliefs irrespective of gender, race, disability or academic achievement, etc.
- Be immediately responsible for the processes of identification, assessment, recording and reporting for the pupils in their charge.
- Set challenging targets for the children in their class.
- Be familiar with statutory assessment and reporting procedures, and to prepare and present informative, helpful and accurate reports to parents.
- Write/collate high quality and informative reports to parents/carers.
- Discuss pupils' progress and welfare with parents/carers - both formally, e.g., at parents, evenings and informally at other times.
- Contribute towards the implementation of Education, Health and Care Plans as detailed in the current Code of Practice, particularly the planning and recording of appropriate targets, actions and outcomes.
- Assess pupils' work systematically and use the results to inform future planning, teaching and curricular development, giving pupils both oral and written feedback.
- Prepare pupils for National Curriculum assessments as appropriate.

## SAFEGUARDING

- Work in line with statutory safeguarding guidance (e.g., Keeping Children Safe in Education, PREVENT and our safeguarding and child protection policies).
- Work with the Designated Safeguarding Lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.

## CORPORATE RESPONSIBILITIES

- Show support for and uphold our ethos, value, all policies and procedures.
- Promote high standards in attendance, punctuality and appearance adhering to Staff Code of Conduct.
- Act with professionalism, integrity at all times, promoting the Trust values.
- Comply with any reasonable request from a manager or Principal to undertake work of a similar level or commensurate with role and level of responsibility that is not specified in this job description.
- Comply with data protection legislation and follow the principles of GDPR.
- Promote a commitment to equal opportunities and anti-discriminatory practice adhering to the Trust Equal Opportunities Policy.
- Promote a work environment that protects people's health and safety and that promotes welfare, which is in accordance with the Trust Health and Safety Policy and legislation.

Note 1: The content of this job description will be reviewed with the post holder on an annual basis in line with the performance management cycle. Any significant change in level of accountability that could result in a change to the interim grade must be discussed with the post holder and representative where necessary.

## PERSON SPECIFICATIONS: TEACHER

<b>Education &amp; Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
A teaching qualification.	✓	
A first degree or equivalent.	✓	
<b>Experience</b>		
A variety of teaching experience across EYFS, KSI, KS2.		✓
Involvement in curriculum development within a school.		✓
Working successfully in partnership with parents and the wider community.		✓
<b>Knowledge &amp; Skills</b>		
Current education issues and developments.	✓	
National Curriculum, national strategies and assessment.	✓	
Implications of equal opportunities and inclusion issues.	✓	
Strategies for improving the quality of teaching and learning.	✓	
Strategies for school improvement and raising standards of achievement.	✓	
Understanding of appropriate strategies for managing pupils' behaviour.	✓	
To have an understanding of and commitment with the Academy and Trust values.	✓	
An excellent, creative teacher who motivates children.	✓	
Able to relate well to children and share their interests and enthusiasms.	✓	
Effective administrative and organisational skills.		✓
Ability to communicate orally and in writing to a wide range of audiences.	✓	
Working knowledge of ICT for teaching and administrative purposes.		✓
Ability to cope with the pressures of a demanding teaching position.	✓	
Commitment to providing an effective learning environment appropriate to the need and abilities of all pupils.	✓	
Commitment to the development and maintenance of positive partnerships between the school, parents, governors and the community.	✓	
<b>Personal Attributes</b>		
Customer focussed.	✓	
Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.	✓	
Open, honest and an active listener.	✓	
Takes responsibility and accountability.	✓	
Committed to the needs of the pupils, parents and other stakeholders and challenge barriers to providing an effective service.	✓	

Demonstrates a 'can do' attitude including suggesting solutions, participating, trusting, and encouraging others and achieving expectations.	✓	
Is committed to the provision and improvement of quality of service provision.	✓	
Is adaptable to change/embraces and welcomes change.	✓	
Communicates effectively.	✓	
Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.	✓	
Acts with pace and urgency being energetic, enthusiastic and decisive.	✓	
Has the ability to learn from experiences and challenges.	✓	
<b>Commitment</b>		
Committed to Affinity Learning Partnership values and aims, acting as role model demonstrating professionalism and consistent high expectations at all times which supports the ethos of the Trust	✓	
Recognise and respect difference between individuals and play their part in making the Trust more inclusive, aware of and committed towards diversity and equal opportunities.	✓	
Committed to own continual professional development	✓	
<b>Othe</b>		
Ability to travel to other Trust sites	✓	
Is fluent in the use of the English language	✓	