

Teacher Job Description

Team:	Hospital and Outreach Education
Responsible to:	Senior Leadership Team and Subject Lead
Supervisory responsibility:	None

Main purpose of the job:

- To promote the general progress and well-being of individual pupils so that, through the process of Teaching and Learning, they will reach their potential in terms of academic, social and emotional development
- Teach pupils across the academy
- Act within the statutory frameworks which set out their professional duties and responsibilities and in line with the duties outlined in the current *School Teachers Pay and Conditions Document and Teacher Standards*
- Be responsible for the direct teaching, learning and achievement of all pupils ensuring equality of opportunity for all
- Be responsible and accountable for achieving the highest possible standards in work and conduct
- To uphold the HOE core values
- Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- Work proactively and effectively in collaboration and partnership with learners, parents/carers, local advisory board members, other staff and external agencies in the best interests of pupils
- Take responsibility for promoting and safeguarding the welfare of children and young people educated through HOE.

Duties and Responsibilities:

All teachers are required to carry out the duties of a schoolteacher as set out in the current [School Teachers Pay and Conditions Document](#). This document also covers details about teachers' directed time and additional time required to carry out the job. Teachers should also demonstrate that they adhere to the Teacher Standards (2011). Teachers' performance will be assessed against the teacher [standards](#) as part of the appraisal process as relevant to their role in the academy.

Teaching

- Deliver the curriculum as relevant to the age and ability of pupils within groups/subject/s that you teach
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate
- To undertake planning for all pupils for whom you are responsible in accordance with the HOE agreed planning documentation, including directing additional adults on how best to support pupil learning and progress.
- Be accountable for the attainment, progress and outcomes of pupils you teach
- Be aware of pupils capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these demonstrating knowledge and understanding of how pupils learn
- Have a clear understanding of the needs of pupils with medical and/or mental health difficulties, including those with special educational needs; disadvantaged; gifted and talented; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them
- To utilise additional adults in the classroom flexibly (if available) to support and enhance pupils learning and progress
- Demonstrate an understanding of, and take responsibility for, promoting high standards of literacy including the correct use of spoken English (whatever your specialist subject)
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring pupils' progress and levels of attainment
- Make accurate and productive use of assessment to secure pupils' progress
- Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study
- Use relevant data to monitor progress, set targets, and plan subsequent lessons
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate
- Be able to offer blended learning approaches to teaching through use of the Google Education Suite and other education tools.
- Participate in arrangements for examinations and assessments within the remit of the *School Teachers' Pay and Conditions Document*

Behaviour and Safety

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Manage groups effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils

- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils
- Have high expectations of behaviour, promoting self control and independence of all learners
- Carry out supervisory activities and other duties as directed and within the remit of the current *School Teachers' Pay and Conditions Document*
- Be responsible for promoting and safeguarding the welfare of children and young people within the team, raising any concerns following HOE protocol/procedures

Team working and collaboration

- Participate in any relevant meetings/professional development opportunities within HOE, which relate to the learners, curriculum or organisation of the team including social and emotional learning opportunities
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Ensure that other adults in the room are appropriately involved in supporting learning and understand the roles they are expected to fulfil during the lesson
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the team
- Cover for absent colleagues within the remit of the current *School Teachers' Pay and Conditions* document
- Support pupil integration processes when directed by the leader of learning.

SEN point responsibilities

- To provide quality, differentiated teaching strategies for pupils with SEND, including pupils with mental health difficulties.
- To act as 'key worker' for an identified cohort of pupils, to include regular liaison with the family, liaison with school, setting up and holding meetings, setting and reviewing the individual learning plan in collaboration with colleagues
- Following advice from the SENDCo if interventions and additional support strategies are required

Fulfil wider professional responsibilities

- Work collaboratively with others to develop effective professional relationships
- Communicate effectively with parents/carers with regard to pupils' achievements and well-being using team systems/processes as appropriate
- Communicate and cooperate with relevant external bodies
- Make a positive contribution to the wider life and ethos of the team

Administration

- Note the attendance of and supervise learners, before, during or after school sessions as appropriate
- Participate in and carry out any administrative and organisational tasks within the remit of the current *School Teachers' Pay and Conditions Document*

Professional development

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well being, refining your approaches where necessary responding to advice and feedback from colleagues
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the team or as developed as an outcome of your performance management. This may include courses, online learning, networking with other colleagues nationally or visiting other educational settings.
- Proactively participate with arrangements made in accordance with the Pay Policy and Appraisal Policy with regard to performance management

Other

- To have professional regard for the ethos, policies and practices of the team and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by Senior Leadership
- To be able to work at any of our locations across Northamptonshire
- To own a vehicle and be able to travel between locations during the day

Note: This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of HOE Organisation and may change either as your contract changes or as the organisation of HOE is changed. Nothing will be changed without consultation.

Signature of post holder		Date	
Signature of Headteacher		Date	