

Job Title: Qualified Teacher

Department/Section:

Responsible for which other posts: None

Responsible to: Principal

Introduction

The Postholder is required to carry out under the reasonable direction of the Principal the appropriate duties of a teacher which are set out in the current School Teachers' Pay and Conditions Document and to comply with standards outlined in CES contract documentation.

Key Duties and responsibilities

The Postholder is expected to undertake, within the Conditions referred to above, the more specific duties/responsibilities listed overleaf.

Amendment of Job Description:

The particular duties/responsibilities listed overleaf may be reviewed from time to time at the request of the Principal or Postholder as circumstances make necessary. They may be amended only after reasonable consultation.

MPR Teaching

- Plan and teach lessons and sequences of lessons to the class(es) you are assigned to teach within the context of the school's plans, curriculum and schemes of work in order to achieve target levels of student attainment, progress and outcomes.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned students.
- Know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively.
- Set and mark work to be carried out by the student in school and elsewhere, in accordance with the school's marking policy and schedule.
- Participate in arrangements for preparing students for external examinations.
- Whole school organisation, strategy and development
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.
- Work with others on curriculum and/or student development to secure co-ordinated outcomes.

Wider Professional Responsibilities

- Make a positive contribution to the wider life and ethos of the school
- Deploy support staff effectively

Health, Safety and Discipline

- Promote the safety and well-being of students in accordance with the school's Child Protection, Safeguarding and other relevant policies.
- Maintain good order and discipline among students in accordance with the school's behaviour policy.

Management of Staff and Resources

- Direct and supervise support staff assigned to you and, where appropriate, other teachers.
- Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
- Deploy resources delegated to you in accordance with school policies.
- Professional development
- Participate in arrangements for the performance management process and review of your own performance and, where appropriate, that of other teachers and support staff.
- Participate in arrangements for your own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

Communication

- Communicate with students, parents and carers in accordance with the school ethos, policies and practice.

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Participate in administrative and organisational tasks, including the direction or supervision of persons providing support for the teachers in the school, which require the exercise of your professional skills and judgement.

Professional Behaviour

- To be professional and respectful towards all colleagues, and to address any concerns through proper channels.
- To be professional, fair and firm with students, demonstrating the sort of politeness and respectfulness that we wish them to emulate.
- To be helpful and welcoming to parents/carers and others visiting or making contact with the school.
- To provide a good role model for students.
- To support and uphold the aims, values and ethos of the school.
- To maintain an appropriate and professional distance with students in more informal situations.
- To celebrate and praise the achievements of staff and students.
- Be smartly and professionally dressed.
- Able to support the Mission Statement of this Catholic Academy in a positive way.
- Adhere to the Behaviour Policy – have particular regard for issues related to Bullying, Racism, Homophobia and peer on peer abuse.
- Take responsibility for break, lunch and after school duties as listed in the Staff Handbook.

UPR Upper Pay Range Accountabilities

- Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their effective implementation to impact upon student achievement.
- Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.
- Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects/curriculum areas you teach, including those related to public examinations and qualifications.
- Have up-to-date knowledge and understanding of the different types of qualifications and specifications and their suitability for meeting learners' needs.
- Have a more developed knowledge and understanding of your subjects/curriculum areas and related pedagogy including how learning progresses within them than a Main Pay Range teacher.
- Have sufficient depth of knowledge and experience to be able to give advice to colleagues on the development and well-being of children and young people.
- Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge.
- Provide coaching and mentoring to other teachers or colleagues, give advice to them and demonstrate to them effective teaching practice in order to help them meet the relevant standards and develop their teaching practice.

Additional Accountabilities for the Maximum of the Upper Pay Range

- In addition to the requirements of a Main Pay Range teacher and an Upper Pay Range teacher, teachers paid at the maximum of the Upper Pay Range are required to ensure that they:
 - Play a critical role in the life of the school.
 - Provide a role model for teaching and learning.
 - Make a distinctive contribution to the raising of student standards.
 - Contribute effectively to the work of the wider team.

- Take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve students' learning.

In addition to the ability to perform the duties of the post, issues relating to Safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- **Motivation to work with children and young people.**
- **Adopt and promote "Don't Walk On By" policy and comply with all safeguarding requirements**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people.**
- **Emotional resilience in working with challenging behaviours**
- **Attitudes to use of authority and maintaining discipline**

Signature of post holder	
Date	

Person Specification

Person Specification - Criteria	Essential	Desirable	Measured by
Experience			
An excellent classroom practitioner that can model best practice	X		AF/I
Demonstrates a range of successful teaching and learning strategies to meet the needs of all students	X		AF/I
A secure understanding of assessment strategies and the use of assessment to inform the next stages of learning.	X		I
Understanding of the characteristics of an effective learning environment and key elements of successful behaviour management.	X		I
Successful strategies for planning, implementing, monitoring and evaluating lessons.	x		I
Secure knowledge of statutory requirements relating to the curriculum and assessment.	X		I
Experience of effective monitoring and evaluation of teaching and learning.		X	I
Experience of teaching at Key stage 5 with strong outcomes		X	AF/I
Qualifications/Training			AF/Q
Graduate with qualified teacher status	X		
Knowledge of KS2 Programmes of Study	X		AF
Evidence of continuing professional development relating to the curriculum area.	x		AF
Evidence of continuing professional development relating to teaching and learning.		X	AF
Knowledge of courses and requirements at KS3,KS4 and KS5	X		AF/I
Good ICT skills	X		AF/I
Safeguarding trained (stage 1) within the past 12 months; including Prevent and FGM.		X	AF
Behavioural Attributes			AF/I
Good organisational and personal management skills	X		

Effective planning and teaching	X		I
Meets deadlines	X		AF/I
Effective behaviour/classroom management	X		I
Builds personal relationships with stakeholders, through regular contact and consultation		X	I
Proactively seek opportunities to increase knowledge, skills and understanding with a commitment to personal development and learning	X		AF/I
Self-motivated with a positive outlook and ability to work on own initiative and as part of a team	X		I
Values the diversity of individuals, adaptable approach to meet individual needs	X		I
Ability to develop and support other staff to develop a variety of teaching strategies		X	AF/I
Ability to enthuse and direct students and staff to towards raising expectations and levels of achievement	X		I
Demonstrates focused implementation of role and responsibilities	X		AF/I
Contributes to strong team ethos where everyone feels valued.	X		AF/I
Flexible and committed to work across our Academy and support MAC Academies	X		I
Values the need and respect for discretion and sensitivity in confidential work.	X		I
Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	X		AF/I
Faith Commitment An understanding of and commitment to working in the Catholic Sector.	x		AF/I
Expectation for the successful candidate to appreciate and to contribute to our Catholic Ethos	X		I
Working experience in a Catholic School		X	AF
A committed practising Catholic		X	AF/I

Administration use only	
Job Ref	
Academy Committee Approval	
Last Updated	