



Teacher Description & Person Specification

Post Title:	Classroom Teacher
Line Management:	Head of Faculty
Grade	MPS/UPS

Our Vision & Our Qualities

- Our vision is to work together to help every child to develop into high achieving, confident, healthy, caring and resilient members of their family and community, creating a pathway to support their career aspirations, independence and contribution to society.

Every member of our team is expected to demonstrate the ability to:

- Develop positive relationships with all children and adults
- Recognise and manage their own emotions, thoughts and behaviours and understand how these can impact others
- Be curious around the reasons behind others' behaviours, accepting all feelings and beliefs
- Understand others' emotions and thoughts and feel a natural desire to support
- Have the courage to reflect, make changes and be keen to learn

Key Areas of Responsibility

- **Teaching and Learning**
- Undertake a designated program of teaching.
- Assist in the development of appropriate programs of study, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Department.
- Contribute to the Curriculum Area and Department's Improvement and Development Plan.
- Plan and prepare courses and lessons.
- Teach students according to their educational needs, including the setting and marking of work.
- Ensure that ICT, Literacy and Numeracy are reflected in the teaching/learning experience of students.
- Promote good behaviour in accordance with the school's Rewards and Sanctions Policy and to encourage good practice with regard to punctuality, for all students, differentiating appropriately and using a range of teaching and learning methods.
- Prepare and update subject materials under the direction of the Head of Department.
- Contribute to the whole school's planning activities.
- Assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, whilst meeting the requirements of examining and awarding bodies.
- **Assessment and Reporting**
- Assess, record and report on the attendance, progress, and development and attainment of students and to keep accurate records.



- Provide oral and written assessments, reports and references relating to individual students and groups of students.
- Undertake assessment of students as requested by external examination bodies, departmental and school procedures.
- Mark, grade and give written/verbal advice on how to improve.
- Complete the relevant SIMS records to assist in the tracking of students.
- Track student progress and use information to inform teaching and learning.
- Communicate effectively with the parents of students as appropriate.
- Follow agreed policies for communications in the school.
- Take part in liaison activities such as Open Evenings, Options Evenings, Parents Evenings, Celebration of Success Evenings and liaison events with partner schools.

- **Resource Management**
- Ensure that the resources are deployed efficiently within their teaching areas.
- Assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources.
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the students.
-

Safeguarding

- Respecting confidential issues linked to home/students/teachers/college work and to keep confidence as appropriate.
- To keep up to date with the school procedures for safeguarding and child protection, reporting any concerns to senior designated person.

Health and Safety

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.

Continuing Professional Development

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.
- Undertake any necessary professional development as identified in the School and Department Development Plans
- Take full advantage of any relevant training and development available including First Aid Training
- Additional training will be provided as required

Other Specific Duties

- Play a full part in the life of the school community to support its ethos and to encourage staff and students to follow this example.
- Contribute to the school's extra-curricular programme, leading and assisting with activities both inside and out of school.
- Support the school in meeting its legal requirements for worship.



- Comply with the school's Health and Safety Policy and undertake risk assessment as appropriate

General

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous to colleagues and students, providing a welcoming environment to visitors and telephone callers.
- This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification

Person Specification		
	Essential	
Personal Attributes	<ul style="list-style-type: none"> • Relational • Self-aware • Curious • Accepting • Empathetic • Reflective • High Levels of drive and energy • High levels of interpersonal skills • Commitment to comprehensive education and high student expectations. • Ability to set and achieve realistic goals for students • Ability to support, motivate and inspire others. • Ability to impose calm. • Ability to work as a team. 	
Qualifications	<ul style="list-style-type: none"> • Graduate with Qualified Teacher Status • Recent relevant professional development 	
Professional Knowledge and Understanding	<ul style="list-style-type: none"> • Special educational needs, code of practice (revised) etc. • Child protection issues • Strategies for school improvement • Strategies for developing effective teaching/learning • Strategies for ensuring good behavior. 	



Skills	<ul style="list-style-type: none">• Ability to think strategically and successfully implement agreed strategies.• Ability to analyse and solve complex issues with an eye for detail.• Ability to work effectively with staff, students, governors, parents and the community.• Ability to liaise and work with middle managers to promote the education of all children.• Ability to inspire and lead a class of students.• Ability to use Added Value data to promote learning and to set targets appropriate to pupils' abilities and needs.• Ability to liaise with outside agencies.	
---------------	---	--