

# Job description: Teacher

## Job details

**Salary:** TBC

**Hours:** 35 hours

**Contract type:** Full-time, Permanent

**Reporting to:** Deputy Head

## Main purpose

The teacher will:

- Fulfil the professional responsibilities of a teacher
- Meet the expectations set out in the Teachers' Standards
- Take specific responsibility and accountability for the day-to-day management and organisation of the subject curriculum
- Assist in the smooth running of the school at all times

## Duties and responsibilities

### Teaching & Learning

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations that inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests
- Demonstrate best practice in the subject, using engaging strategies to boost classroom engagement
- Show knowledge of whole subject curriculum, including latest requirements and developments
- Lead by example, with highest professional and personal standards, and classroom management
- Provide strategic subject guidance, showing up-to-date knowledge of sector trends and developments
- Review curriculum as required, highlighting areas where teaching can be broadened and attainment improved, and providing data to the SLT or others as required
- Show knowledge of whole subject including latest requirements and developments
- Promote pupils' spiritual, moral, social, cultural, physical and mental development alongside British and School Values in the teaching of the subject
- Work with the SENCO to ensure the curriculum matches the needs of all pupils
- Manage behaviour effectively to ensure a good and safe learning environment

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Department for Education - registration number: 886/6155

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## Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues
- Direct and supervise support staff assigned to them, and where appropriate, other teachers
- Contribute to the professional development of other teachers and support staff
- Deploy resources delegated to them

## Whole-school organisation, strategy and development

Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision

- Promote the subject, its importance and the value it brings across the school
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach
- Ensure teaching and learning within your subject is aligned with school ethos, identifying any procedural issues and providing workable solutions
- Lead by example with the highest professional and personal standards and classroom management
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision

## Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's Child Protection Policy
- Report any concerns about health and safety to the SLT

## Professional development

- Take part in the school's appraisal procedures
- Take opportunities to build the appropriate skills, qualifications and/or experience needed for the role, with support from the school
- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness

## Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

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- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

## Administration

- Maintain accurate records of pupil progress
- Complete relevant paperwork required by external agencies
- Ensure reporting and recording of information is up to date

## 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
- Promote the safeguarding of all pupils in the school

The teacher will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note, this is illustrative of the general nature and level of responsibility of the work to be undertaken, It is not a comprehensive list of all tasks that the postholder will carry out.

## Person specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Successful teaching experience</li> <li>• Evidence of professional development relevant to this role</li> </ul>

<p><b>Skills and knowledge</b></p>	<ul style="list-style-type: none"> <li>• Good knowledge of legislation and guidance on curriculum requirements</li> <li>• Outstanding classroom practice, constantly showing a positive and resilient approach to pupils and staff</li> <li>• Excellent communication and organisational skills</li> <li>• Knowledge of effective teaching and learning strategies</li> <li>• A good understanding of how children learn</li> <li>• Ability to adapt teaching to meet pupils' needs</li> <li>• Ability to build effective working relationships with pupils</li> <li>• Knowledge of guidance and requirements around safeguarding children</li> <li>• Knowledge of effective behaviour management strategies</li> <li>• Good IT skills.</li> <li>• Effective communication and interpersonal skills</li> <li>• Ability to communicate a vision and inspire others</li> <li>• Ability to build effective working relationships with staff and other stakeholders</li> </ul>
<p><b>Personal qualities</b></p>	<ul style="list-style-type: none"> <li>• High expectations for all pupils and belief in bringing out the best in all</li> <li>• Commitment to upholding and promoting the ethos and values of the school</li> <li>• Commitment to always act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to equality</li> </ul>

**Notes:**

This job description may be amended at any time in consultation with the postholder.

**Last review date:** May 2022

**Next review date:** May 2023

**Headteacher/line manager's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Postholder's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_