

JOB DESCRIPTION

Professional duties from Conditions of Employment of Teachers other than Headteacher (taken from STP&CD)

Job Title:	Teacher
Grade:	MPS/UPS
Hours:	Full time hours are 1265 per year maximum though we operate a directed time of 1245.50 hours
Disclosure Level:	Disclosure Barring Service – Enhanced Certificate
Responsible to:	Head of Department or Phase Leader
Liaison with:	Senior Leadership Team, Teaching and support staff, School Improvement Team ATLP leaders, Parents/carers/Carers/Advocates, External Stakeholders, Students

The following is an extract from The School Teachers’ Pay and Condition Document (STP&CD)

Teachers other than a headteacher

A teacher may be required to undertake the following duties:

Teaching

- Plan and teach lessons to the classes they are assigned to teach within the context of the school’s plans, curriculum and schemes of work.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
- Participate in arrangements for preparing pupils 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 pupil development to secure co-ordinated outcomes.

Health, safety and discipline

- Promote the safety and well-being of pupils.
- Maintain good order and discipline among pupils.

Management of staff and resources

- Direct and supervise support staff assigned to them and, where appropriate, other teachers.
- Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
- Deploy resources delegated to them.

Professional development

- Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff.
- Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

Communication

- Communicate with pupils, parents and carers.
- Working with colleagues and other relevant professionals
- Collaborate and work with colleagues and other relevant professionals within and beyond the school.

Other activities

- Promoting the progress and wellbeing of individual students and of any class or group of students assigned to them.
- Providing guidance and advice to students on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports where appropriate.
- Communicating and consulting with the parents/carers of students.
- Communicating and co-operating with persons or bodies outside the school.
- Participating in meetings arranged for any of the purposes described above.

Assessments and Reports

- Providing or contributing to oral, written and electronic assessments, reports relating to individual students and groups of students;

Class Tutor (where applicable)

- To take registers daily in line with the school policy, using the school's management information system. If there are any problems with the electronic system, to take a paper register and to share with the Attendance Officer/Office Manager without delay.
- To deal with other returns and requests for information about children in the form as required.
- To plan form time activities where needed.
- To deliver form time activities in accordance with the school curriculum.
- To keep student records up to date.

- To contribute to reference requests or reports as permitted by school policy.
- To implement the school policy on rewards, awards and sanctions.
- To attend assembly with the form.

Early Career Teacher

- To participate in induction as required.

Cover

- Subject to national guidelines, cover rarely with the exception of those staff who are under allocation in their timetable, where cover will be detailed on the timetable.

External Examinations

- Participating in arrangements for preparing students for external examinations, assessing students for the purposes of such examinations and recording and reporting such assessments; and participating in arrangements for students' presentation for, and conducting mock examinations.

Conditions of Employment

The above responsibilities are in accordance with the requirements of the Education Act 2002 and statutory Orders in terms of duties and working time (including those special provisions relating to the proportion of teaching time within working time for guaranteed time specifically for assessment, planning and preparation).

Staffing

- To monitor and maintain standards of performance through line management of staff including staff in adherence with ATLP policies and procedures.
- To create a learning and development plan for the team.
- To demonstrate a positive working style with a committed and flexible attitude.
- Promote the importance and benefits of effective team working and well-being.
- To work closely with the HR team to proactively manage and mitigate any staffing issues.
- To carry out annual appraisals and performance reviews of those you line manage.
- Ensure that all members of the team show due diligence in carrying out their duties and responsibilities.

Safeguarding

- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight any issue or raise any concerns.
- Remain vigilant to ensure all students are protected from potential harm by following safeguarding and child protection policies and protocols.

Date Protection

- Work within the requirements of Data Protection legislation at all times.

Additional conditions

- Create and maintain positive and supportive relationships with staff, parents/carers, business, community, and all stakeholders.
- The post-holder will be expected to undertake any appropriate training provided by ATLP to assist them in carrying out any of the above duties.
- The post-holder will be required to promote, monitor, and maintain health, safety, and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To promote the vision and aims of the Trust.
- To set an example of personal integrity and professionalism as outlined in the Staff Code of Conduct.
- To attend meetings, training days and CPD sessions.
- To be an effective team player and support the functions of the ATLP.
- Observance of Equal Opportunities, Confidentiality, Health and Safety Policies and Internet Code of Practice.
- Observance of complete confidentiality on all school information is required and any failure so to do may be regarded as gross misconduct in terms of the Disciplinary Policy.
- To take responsibility for becoming familiar with academy policies and abide by them.

An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order.

<https://www.gov.uk/government/collections/dbsfiltering-guidance>

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

Person Specification: Teacher

Method of assessment (MoA)

AF = Application Form L = Letter O = Observation I = Interview R= Reference

	METHOD OF ASSESSMENT				
Qualifications	AF	L	O	I	R
A good degree, or equivalent	✓				
Qualified Teacher Status Training to become a teacher -Early Career Teacher roles only	✓				
Professional Knowledge and Understanding					
Have a knowledge and understanding of a range of teaching, learning and behaviour management strategies and know how to use and adapt them.	✓	✓	✓	✓	✓
Know and understand how to personalise learning and provide opportunities for all learners to achieve their potential.	✓	✓	✓	✓	✓
Know the assessment requirements for the subject/curriculum areas they are trained to teach.	✓	✓		✓	✓
Have a secure knowledge and understanding of their subjects/curriculum areas and related pedagogy to enable effective teaching across the age and ability range.	✓	✓	✓	✓	✓
Know how to use statistical information to evaluate the effectiveness of their teaching, to monitor progress and raise attainment.	✓	✓		✓	✓
Knowledge of the legal requirements, policies and guidance on the safeguarding and promotion of the well-being of young people.	✓	✓		✓	✓
Demonstrate awareness and understanding of the implication of equality, inclusion and diversity in education.	✓	✓	✓	✓	✓
Understand how students with additional learning requirements may be integrated in to the classroom.	✓	✓	✓	✓	✓
Professional Skills					
Able to plan for progression across the age and ability range, designing effective learning sequences, demonstrating secure subject/curriculum knowledge.	✓	✓	✓	✓	✓
Able to use a range of teaching and learning strategies and resources,	✓	✓	✓	✓	✓
A confident and competent user of ICT in line with our Learning Futures strategy.	✓	✓	✓		

Able to make effective use of a range of assessment, monitoring and recording strategies to assess learning needs and set challenging learning objectives and raise standards.	✓	✓		✓	
Able to provide timely, accurate and constructive feedback on attainment, progress and areas for development	✓	✓		✓	✓
Demonstrate the ability to work independently and collaboratively as a member of a team, sharing and developing effective practice.		✓	✓	✓	✓
Be aware of the professional duties of teachers and the statutory framework within which they work.	✓	✓		✓	
Have high expectations of students including a commitment to ensuring that they can achieve their full potential and to establishing fair, respectful, trusting, supportive, and constructive relationships with them.	✓	✓	✓	✓	✓
Be aware of the policies and practices of the school and the Trust and share in the collective responsibility for their implementation.	✓	✓		✓	
Able to communicate effectively, both orally, writing, and electronically with students, colleagues, parents/carers, Advocates, and other stakeholders	✓	✓	✓	✓	
Have a commitment to collaboration and co-operative working.	✓	✓		✓	✓
Demonstrate positive values, attitudes and behaviour and adopt high standards of behaviour in their professional role.	✓	✓	✓	✓	✓
Evidence of continuous professional development and commitment to continuing and further professional development	✓	✓		✓	✓
Demonstrate ability to act upon advice and feedback and be open to coaching and mentoring.	✓	✓	✓	✓	
Be creative in problem solving together with a willingness to take on or try new approaches and ideas.	✓	✓	✓	✓	
Demonstrate reliability and integrity.	✓	✓		✓	✓
Have good organisation skills.	✓	✓	✓	✓	✓
Contra Indications					
Criminal Convictions or cautions involving offences against children and/or vulnerable adults	✓			✓	✓