

## **Job Description: Teacher**

### **Main purpose**

The teacher will:

- Fulfill the professional responsibilities of a teacher, as set out in the [School Teachers' Pay and Conditions document](#)
- Meet the expectations set out in the [Teachers' Standards](#)
- Take specific responsibility and accountability for the day-to-day management and organisation of their class
- Assist in the smooth running of the school at all times

### **Duties and responsibilities**

#### **Teaching**

- 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
- Show knowledge of Key Stage curriculum, including latest requirements and developments

#### **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
- 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

#### **Health, safety and discipline**

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

#### **Professional development**

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others

## **Communication**

- Communicate effectively 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
- Develop effective professional relationships with colleagues

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

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, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out.

**The Propeller Academy Trust is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race (including colour, nationality, ethnic or national origin), religion or belief, sexual orientation, gender reassignment, pregnancy or maternity, age, disability, marriage, or civil partnership.**

**The Propeller Academy Trust and its member schools are committed to safeguarding and promoting the welfare of all children and young people according to child protection and safeguarding guidelines. We expect all staff and volunteers to share in this commitment.**

**This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. All post holders are subject to the necessary pre-employment check, including a satisfactory Enhanced Disclosure and Barring Service (DBS) Check, including a Child/Adult's Barred List check (where applicable to the role in question). Additionally, shortlisted candidates will be subject to online searches for publicly available information.**

## 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> <li>• Appropriate professional training further to basic teaching qualification in areas such as: MLD, SLD, PMLD, Autism and Team Teach</li> <li>• Suitable for ECT's</li> </ul>
<b>Skills and knowledge</b>	<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, including previous use of PS Purchasing, Arbor MIS, CPOMS</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> <li>• Appropriate experience or understanding of current SEN, including theory and best practice</li> <li>• Experience of working with young people and children with EHCPs who have a wide range of needs (MLD, SLD, PMLD)</li> <li>• Evidence of working with pupils who are working significantly below age related expectations</li> <li>• Experience of setting targets, interpreting and monitoring performance data to raise pupil achievement.</li> <li>• A good understanding of a diverse range of teaching and learning styles and techniques</li> <li>• A good understanding of effective procedures for managing and promoting positive behaviour in children and young people</li> </ul>

<b>Personal qualities</b>	<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 and Trust</li> <li>• A creative approach to parental and other community involvement</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> <li>• Solution focused mindset</li> <li>• Caring and understanding approach</li> <li>• Flexibility, enthusiasm to embrace change</li> </ul>
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## Notes

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

**Last review date:**

**Next review date:**

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

**Date:**