



## Job Description

<b><u>POST TITLE :</u></b>	<b>Teacher</b>
<b><u>GRADE :</u></b>	<b>Main/Upper Pay Range</b>
<b><u>REPORTING RELATIONSHIP:</u></b>	Teachers are members of cohort or phase teams under the leadership and supervision of Phase Leads, the Leadership Team and ultimately the Headteacher
<b><u>JOB PURPOSE :</u></b>	To provide the highest quality of education, care and preparation for life for all pupils in the school in accordance with the Teachers' Standards and school policy

### **Main Responsibilities**

#### **Teaching**

To work with the phase leaders and other colleagues in the development of appropriate syllabuses, materials, schemes of work and lesson plans, which should engage, stimulate and challenge pupils of all abilities, and should cater for all learning styles. This may include taking responsibility for particular courses

To ensure that all lessons are planned, prepared and delivered with clear differentiation to cater for pupils of all abilities and backgrounds whilst ensuring individual pupil progress

To share in the preparation and delivery of SMSC elements in all lessons across the curriculum

To employ a variety of interactive teaching methods appropriate to the age and ability of each individual pupil to promote a love of learning

To impart knowledge and develop understanding through effective use of lesson time

To demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English

To reflect systematically on the effectiveness of lessons and approaches to teaching

To set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired on a regular basis

To fully incorporate the teaching of skills including literacy, mathematics and communication across the curriculum

To plan and deliver remote education as required in line with school policy

### **Assessment, feedback and tracking**

To know, understand and undertake assessment for the relevant subject and curriculum areas, including fulfilling statutory assessment requirements

To give pupils regular feedback, both orally and through accurate marking and encourage pupils to respond to the feedback

To use relevant data and pupil tracking systems to monitor progress, set targets and plan subsequent lessons

To be accountable for pupil attainment, progress and outcomes

To maintain appropriate records and to complete assessments, trackers and reports regarding pupils as required

### **Pupil Support, Welfare and Safeguarding**

To promote the mental health and well-being of individual pupils

To be keenly aware of the responsibility for safeguarding children and to alert pastoral and other staff to problems arising with individual pupils

To demonstrate consistently the positive attitudes, values and behaviour which are expected within the school community based on mutual respect between pupils and staff

To act as a positive role model for pupils, promoting appropriate behaviour for learning and encouraging good practice with regard to punctuality, attendance, standards of work and homework

To register pupils and encourage their full attendance and their participation in other aspects of school life

To ensure pupils comply with policies concerning the use of ICT equipment and observe good practice with regard to online safety

### **Communications**

To communicate effectively with parents and carers with regard to pupils' achievements and well-being

To develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support

To take part in communication, liaison and reward activities such as open evenings and parent/carers meetings

### **Personal Development and Effectiveness**

To maintain an up to date knowledge of the curriculum and utilise a range of teaching methods in line with current research and acknowledged best practice

To engage actively in the Appraisal process, with the aim of improving pupil outcomes and standards of teaching and learning in the school

To take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues

To actively contribute to the wider life of the school by organising and running appropriate extra-curricular activities

To support and promote the ethos and wider life of the school and to make a contribution to this shared responsibility

To take reasonable care of one's own health and safety and that of others and informing relevant staff of any concerns with regard to health and safety

To adhere to the policies and procedures of the school and Trust and ensure one's individual performance and actions comply with these

## **Resources**

To be informed about the financial basis of the operation of the school and to assist in seeking ways of deploying and maintaining resources to the maximum benefit of the pupils

To maintain the allocated teaching areas to ensure that they are well organised and conducive to a stimulating and exciting learning experience

To supervise the use and care of the School fabric and equipment by the pupils and to ensure their adherence to relevant health and safety regulations

This job description describes in general terms the normal duties which the post-holder will be expected to undertake and has been compiled with reference to the Teachers' Standards. The duties should not be considered as exhaustive and may vary or be added to from time to time without changing either the level of responsibility or the financial remuneration associated with this post.

We are passionate about safeguarding the welfare of pupils and maximising their life chances. We expect all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service criminal records check for work with children.

**PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST/SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY.**

**SWIFT ACADEMIES ARE COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND EXPECT ALL STAFF AND VOLUNTEERS TO SHARE THIS COMMITMENT.**

*THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE TRUST.*



**TEACHER  
PERSON SPECIFICATION**

**Key**

- A - Application Form including letter of application
- S - Selection process
- R - Employment references
- C - Certificates
- D - Enhanced Disclosure and Barring Service Criminal Records Check

	<b>Letter of Application</b>	<b>Essential/Desirable</b>	<b>Stage Identified</b>
1.	Well-presented letter outlining skills, experience and educational philosophy	E	A
	<b>Qualifications, Education and Training</b>		
2.	Good honours degree	E	A, C
3.	Qualified Teacher Status for Primary Education	E	A, C
4.	Additional professional qualifications or currently working towards	D	A
5.	Qualifications/awards from sporting/musical bodies	D	A, C
	<b>Experience</b>		

6.	Successful school experience demonstrated through work or teaching practice	E	A, S, R
7.	Experience of contributing to the extra-curricular provision of a school	E	A, S, R
8.	Evidence of the ability to create a successful and inspirational classroom environment	E	A, R
9.	Evidence of recent relevant CPD	E	A, S, R
10.	Understanding of current education theory and research	E	A, S, R
11.	Understanding of the features of effective teaching and learning	E	A, S
12.	A degree, specialism or experience of subject leadership in Reading, Writing, Maths, Science, Design Technology, Art, Music	D	A, S, R
13.	Experience across the whole primary age range	D	A, S, R
	<b>Knowledge and Skills</b>		
14.	Ability to use ICT effectively to support learning	E	A, S, R
15.	Understanding of age-related expectations	E	S
16.	Understanding and commitment to raising standards, target setting and reviewing performance	E	S
17.	Understanding of inclusion issues	E	S, R
18.	Awareness of current legislation, policies and guidance on the safeguarding of pupils and the promotion of their well-being	E	S, R
19.	Ability of plan effectively using the NC and other frameworks	E	S, R
	<b>Personal Attributes</b>		

20.	Commitment to own professional development and willingness to undertake training	E	A, R
21.	Ability to reflect on and develop own practice	E	S, R
22.	Persistence and resilience	E	S, R
23.	Commitment to setting high expectations for pupils and for them self	E	S, R
24.	Commitment to safeguarding pupils and suitability to work with young people	E	S, R, D
25.	Proven record of quality relationships with colleagues and children	E	S, R
26.	Ability to work in ways that promote equality of opportunity, participation, diversity and responsibility	E	S, R
27.	High level of personal effectiveness including good organisational, planning and prioritisation skills and ability to meet deadlines	E	A, S, R

Employment references will be requested prior to the selection process and any issues arising from these will be discussed at interview. All appointments are subject to satisfactory references.