

JOB DESCRIPTION

JOB TITLE:	TEACHER
JOB HOLDER:	
LOCATION:	THE PINGLE ACADEMY, CORONATION STREET, DE11 OQA
LINE MANAGER:	HEAD OF FACULTY / ASSISTANT PRINCIPAL
JOB GRADE:	TEACHERS PAY SPINE

The post holder is required to advance and execute the school's objectives, policies and procedures so that:

- ❖ Teaching and learning are of the highest possible quality and all students make expected progress or better
 - ❖ Members of the school community support and care for each other
 - ❖ Students learn in an ordered and secure environment
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JOB OBJECTIVE

To promote the highest professional standards and a positive ethos; the post holder will implement and deliver an appropriately board, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.

MAIN DUTIES AND RESPONSIBILITIES

Teaching and Learning:

- ❖ To be flexible in teaching students within the department and faculty, according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
- ❖ To assess, record and report attendance, progress, development and attainment of students and to keep records as required.
- ❖ To provide oral and written assessments, reports and references relating to individual students and groups of students.
- ❖ To ensure that ICT, SMSC, literacy, numeracy and school subject specialism(s) are reflected in the teaching and learning experience of students.
- ❖ To ensure a high quality learning experience is delivered for all students, adhering to the school's internal and external quality standards.
- ❖ To use a variety of delivery methods, designed to stimulate learning appropriate to student needs and demands of the syllabus.
- ❖ To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- ❖ To undertake assessment of students as requested by external examination bodies, departmental and school procedures.
- ❖ To mark, grade and give written, verbal and diagnostic feedback as required.
- ❖ To use data effectively in order to plan for students' needs, track progress and implement intervention as required.
- ❖ To engage in the school's appraisal and be accountable for their own appraisal outcomes as appropriate to main pay range or upper pay range.

Operational and Strategic:

- ❖ To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department or faculty.
 - ❖ To monitor and support the overall progress and development of students as a teacher, contributing to raising standards of student attainment.
 - ❖ To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
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- ❖ To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
- ❖ To support the Director of, Head of Faculty and/or Second in Faculty (as appropriate) in agreeing the department or faculty development plan and its implementation.
- ❖ To plan and prepare courses and lessons and support in planning whole school activities as required.
- ❖ To assist the Director of, Head of Faculty and/or Second in Faculty (as appropriate), ensuring the department or faculty provides a range of teaching which complements the school's strategic objectives.
- ❖ To assist in the process of curriculum development and change to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's mission and strategic objectives.
- ❖ To take part in the school's staff development programme by participating in arrangements for further training and professional development. The post holder will continue personal development in the relevant areas, including subject knowledge, Health and Safety and teaching methods where appropriate.
- ❖ To contribute to the process of monitoring and evaluation of the department or faculty in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
- ❖ To maintain appropriate records and to provide relevant, accurate and up-to-date information for SIMS, registers, etc.
- ❖ To complete the relevant documentation to assist in the tracking of student progress and use this information to improve teaching and learning.
- ❖ To communicate effectively with the Parents/Carers and co-operate with persons or bodies outside the school as appropriate.
- ❖ To take part in marketing and liaison activities such as open evenings, Parent/Carer evenings, target setting and liaison events with partner schools.
- ❖ To assist the Director of, Head of Faculty and/or Second in Faculty with ordering and allocating equipment and materials, ensuring efficient and effective use of resources.
- ❖ To promote the general progress and well-being of individual students and of a form group, where assigned. The post holder will register students, accompany them to assemblies, and encourage attendance and participation in all aspects of school life.
- ❖ To support and contribute to the school's responsibility for safeguarding.
- ❖ To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- ❖ To contribute to PSHE, citizenship and enterprise according to the school policy.
- ❖ To apply the behaviour management system so that effective learning can take place.

To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the designated/deputy designated safeguarding lead or your line manager as appropriate.

Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task may not have been identified. All staff will be expected to accept reasonable flexibility in working arrangements and comply with any reasonable request from their line manager, undertaking work or tasks of a similar level that is not specified in this job description.

NOTES

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
 2. This job description allocates duties and responsibilities, but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
 3. This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually and it may be subject to modification at any time after consultation with the holder of the post.
 4. Teaching staff participate in the school's appraisal system; ATP&C staff participate in the school's professional review programme.
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This school is committed to safeguarding and promoting the welfare of young people. The successful applicant will be required to demonstrate a commitment to the school's Equal Opportunities Policy and to undertake a criminal record check with the Disclosure and Barring Service.

Signature Date

(Job Holder)

PERSON SPECIFICATION JOB

TITLE: SEN SUPPORT



	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none">❖ qualified teacher status (A,D)	<ul style="list-style-type: none">❖ good honours degree (A,D)❖ evidence of recent relevant professional development (A,D)❖ degree in relevant subject (A,D)❖ Health and Safety (A,D)
Experience	<ul style="list-style-type: none">❖ of being an outstanding classroom teacher (A,I)❖ of teaching students with SEN (A,I)❖ of working with other professionals and the Local Authority to support SEN students (A,I)	<ul style="list-style-type: none">❖ of providing in class support (A,I)❖ of managing a budget (A,I)
Knowledge and understanding	<ul style="list-style-type: none">❖ of principles behind school improvement including planning, monitoring, review and evaluation of progress (I)❖ of National Curriculum at KS3 and KS4 (A,I)❖ of how children learn (A,I)❖ of safeguarding best practice (I)❖ of possible reasons for difficult behaviour and a range of strategies to deal with them (A,I)❖ of NC p levels (I)❖ of the SEND code of practice (A,I)	<ul style="list-style-type: none">❖ of promoting positive relationships within the wider community (A,I)❖ of cross-curricular activities (I)
Skills	<ul style="list-style-type: none">❖ to organise, plan, prioritise and solve problems (A,I)❖ to have excellent verbal and written communication (A,I)❖ to enthuse and work with children of all ages, abilities and aptitudes (A,I)❖ to commit to working in partnership with Parents/Carers (A,I)❖ to assess student performance and set targets for future attainment (A,I)	<ul style="list-style-type: none">❖ to offer contributions to whole school/extracurricular activities (I)

Other	<ul style="list-style-type: none"> ❖ to be flexible and enthusiastic (I,R) ❖ to promote the vision and ethos of the organisation (I) ❖ to insist on high standards (I,R) 	<ul style="list-style-type: none"> ❖ to be willing to learn new skills (I) ❖ to have high standards of personal performance and appearance (A,I)
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Key (assessment and testing):

- A - Application Form
- I - Interview
- R - Reference
- D - Documentation

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Updated: September 2016