

JOB DESCRIPTION

JOB TITLE: Teacher

RESPONSIBLE TO: Head of School

LOCATION: Meopham Community Academy

SALARY GRADE: Main Pay Scale

HOURS: 32.5 hours per week

PURPOSE OF THE POST:

Fulfil 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.

MAIN ROLES AND RESPONSIBILITIES

Key Duties and responsibilities

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.
- Contribute to a positive ethos in which all pupils have access to a broad, balanced and relevant curriculum.
- Analyse and interpret relevant school, local and national data relating to your own class.
- Work with others on curriculum and pupil development to secure co-ordinated outcomes.

Teaching and Learning:

- Develop a classroom environment and teaching practice which secures effective learning.
- Provide a professional model, clearly demonstrating effective teaching, classroom organisation and display, and high standards of achievement, behaviour and discipline.
- Support the identification of, and provision for, pupils with additional learning needs and

	<p>therefore adapt teaching to respond to the strengths and needs of pupils.</p> <ul style="list-style-type: none"> • Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment. • Evaluate the effectiveness of teaching and learning by work analysis and use information to guide future improvements. • Ensure setting of realistic and challenging targets for pupils within their class. • Liaise effectively with other staff to ensure the successful transition of pupils. • Contribute to meetings, discussions and management systems necessary to co-ordinate the work of the school as a whole. • Write reports related to the progress of the children within their class, including end of year reports to parents. <p>Health, safety and discipline:</p> <ul style="list-style-type: none"> • Promote the safety and wellbeing of pupils in accordance with school and trust policies. • Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment. <p>Professional development:</p> <ul style="list-style-type: none"> • 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. • Participate in the NQT procedures for the appraisal of their own performance. <p>Communication:</p> <ul style="list-style-type: none"> • Communicate effectively with pupils, parents and carers and consider their views responding appropriately. <p>Working with colleagues and other relevant professionals:</p> <ul style="list-style-type: none"> • Collaborate and work with colleagues and other relevant professionals within and beyond the school. • Develop effective professional relationships with colleagues. <p>Personal and professional conduct:</p> <ul style="list-style-type: none"> • Uphold public trust in the profession and
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	<p>maintain high standards of ethics and behaviour, within and outside school.</p> <ul style="list-style-type: none"> • 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. <p>Management of staff and resources:</p> <ul style="list-style-type: none"> • Direct and supervise support staff assigned to them, and where appropriate, other teachers. • Contribute to the recruitment and professional development of other teachers and support staff. • Deploy resources delegated to them.
General	<ul style="list-style-type: none"> • Be aware of and comply with all policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person to ensure pupils' wellbeing. • Support the safeguarding and welfare of children and young people within the school. • Be aware of and support difference and ensure equal opportunities for all. • Contribute to the overall ethos / aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans. • Participate in training and other learning activities and performance development as required. Share good practice with colleagues, receive support from others in areas of development. • To fulfil any other duties as required by the Head Teacher with the agreement of the post holder.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The job description will be reviewed from time to time to reflect the changes needs and circumstances of the school. Such reviews and any consequential changes will be carried out in consultation with the post holder.

The Golden Thread Alliance is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The duties above are neither exclusive, nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.



Postholder's signature:

Postholder's name:

Date:

PERSON SPECIFICATION

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • Qualified teacher status. • Degree.
Experience	<ul style="list-style-type: none"> • Successful primary teaching experience.
Skills and ability	<ul style="list-style-type: none"> • A good understanding of how children learn. • Ability to adapt teaching to meet pupils' needs. • Ability to build effective working relationships with pupils. • Good ICT skills, particularly using ICT to support learning. • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school. • High expectations for children's attainment and progress. • Ability to work under pressure and prioritise effectively. • Commitment to maintaining confidentiality at all times. • Commitment to safeguarding and equality.
Knowledge	<ul style="list-style-type: none"> • Knowledge of the National Curriculum. • Knowledge of effective teaching and learning strategies. • Knowledge of guidance and requirements around safeguarding children. • Knowledge of effective behaviour management strategies.

Postholder's signature: _____

Postholder's name: _____

Date: _____