

Post Title: Teacher

Responsible to: Headteacher

Purpose

To teach a class or groups of children in line with the school's policies and schemes of work, and to undertake pastoral, administrative and leadership duties in keeping with the School Teachers Pay and Conditions of Employment document and meet the professional standards for teachers.

Duties

- You are to carry out duties of a school teacher as set out in Pay and Conditions Document 2005, subject to any amendments due to government legislation. This includes any duties as may be reasonably directed by the Headteacher.
- All staff are expected to work towards the school's aims, uphold the school's principles and policies which underpin good practice and the raising of standards.
- Demonstrate a thorough and up-to-date knowledge of the teaching of primary aged pupils and take account of wider curriculum developments which are relevant to your work.
- Have a meta-cognitive approach to teaching, in particular, with reference to De Bono's six thinking hats as well as use of thinking skills and thinking maps.
- Consistently and effectively plan lessons and sequences of lessons to meet pupils' individual learning needs.
- Consistently and effectively use a range of appropriate strategies for teaching and classroom management.
- Use information about prior attainment to set well grounded, high expectations for pupils and monitor progress to give clear and constructive feedback.
- Demonstrate that, as a result of your teaching, your pupils achieve well in relation to their prior attainment.
- Take responsibility for your professional development and use the outcomes to improve your teaching and pupils' learning.
- Make an active contribution to the policies and aspirations of the school.

Key Tasks

Teaching

- Contribute to planning meetings and whole school staff meetings.
- Implement agreed plans and produce termly teaching forecasts.
- Provide a differentiated, balanced, progressive, varied and stimulating curriculum in line with statutory and school requirements.
- Assess, record and review pupils' achievement according to school policy and guidelines.
- Attend parent/carer consultation sessions and report on individual pupil achievement and development.
- Produce annual written reports for parents.
- Ensure a well organised and structured learning environment with effective and stimulating displays and good access to resources, in line with the School's Learning Environment Policy.
- Maintain good behaviour management in line with the schools Behaviour policy.
- Keep abreast of trends and developments in education, especially those areas particularly relevant to the duties and responsibilities of the post.
- Plan, supervise and appraise the work of support personnel assisting in the classroom.
- Be aware and responsive to the medical, social, personal and specific learning needs of pupils and report to the Headteacher and others where there is cause for concern.
- Use resources effectively and efficiently to promote pupil's learning.
- Carry out supervision of pupils as detailed by the Headteacher.

General Duties

It is our mission to “reveal the champion within” and all staff are expected to embed themselves within **CAIRS**, which is the way we do things here:

- Care** to provide a secure, caring community where each child is valued and learning can thrive.
- Aspiration** to provide a broad, balanced and relevant curriculum to ensure that all pupils gain the skills and knowledge to help them grow in confidence and prepare for the future.
- Inspiration** to create a series of stimulating learning environments where individuals can work and play together in a spirit of co-operation.
- Respect** to build a culture within which all leaders and learners feel safe and enabled by each other.
- Stewardship** to foster responsibility towards the environment and the community in which we live.

WAT CAIRS is who we are and as such you are expected to support all staff, children and the community. This may mean undertaking tasks outside of your area of responsibility where required.

Health and Safety

Employees are required to work in compliance with the Academy’s Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Safeguarding

The Woodland Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people.

All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the schools.

Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Child Protection Officer.

Data Protection

The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures.

All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust and the Executive Headteacher. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.