

JOB DESCRIPTION

POST TITLE:	Teacher
RESPONSIBLE TO:	CEO & Executive Headteacher, Head of Schools; Senior Management
POST GRADING:	Cornerstone Teaching Scale 1 - 11

- (i) This job description is not a comprehensive definition of the post. Discussions will take place between the CEO & Executive Headteacher and the teacher concerned on a regular basis to clarify individual responsibilities within the general framework and character of the post identified below.
- (ii) In drawing up this job description the CEO & Executive Headteacher acknowledges his responsibility in those ways defined for Headteachers in his Conditions of Employment, to enable the holder of this post to carry out the assigned duties and responsibilities. The CEO & Executive Headteacher will consult you as appropriate during any review of these duties.

1.1. Exercise of general professional duties

Fulfil the professional responsibilities of a teacher, as set out in the Teachers' Standards.

1.2. Exercise of particular duties

You shall perform, in accordance with any directions which may reasonably be given to you by the Leadership Team from time to time, such particular duties as may reasonably be assigned to you.

1.3. Professional duties

The following duties shall be deemed to be included in the professional duties which you will be required to perform:

1.3.1. 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 which inspire, motivate and challenge pupils
- Ensure good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for statutory assessments and tests

1.3.2. 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 coordinated outcomes
- Provide cover as and when required to do so
- Actively participate, prepare and lead assemblies as and when required to do so
- Prepare and provide curriculum enrichment opportunities across the school, including after school activities, trips, residential and visits

1.3.3. Health, safety and discipline:

- Ensure the safety and wellbeing of pupils
- Maintain a high standard of good order and discipline among pupils, managing behavior effectively to ensure a good and safe learning environment
- Registering the attendance of students and supervising students, whether these duties are to be performed before, during or after school sessions

1.3.4. Professional development:

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

1.3.5. Communication:

- Communicate effectively and professionally with pupils, parents and carers by whatever means
- Providing or contributing to oral and written assessments, reports and references relating to individual students and groups of students

1.3.6. 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

1.3.7. Personal and professional conduct:

- Uphold public trust in the profession and maintain high standards of ethics and behavior, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the schools, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures
- Be responsible for promoting and safeguarding children and young people within the school, when using the internet and following the school's e-safety policies

1.3.8. Management of staff and resources:

- 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 where required
- Deploy resources delegated to you
- Set high expectations for the management and use of all resources taking due care to protect all resources and prevent damage or loss
- Ensure the effective use of IT in fulfilling your professional duties

1.3.9. Working time

You shall be available to perform such duties at such times and in such places as may be specified by the CEO & Executive Headteacher for your working hours in any school year, those hours to be allocated reasonably throughout those days in the school year on which you are required to be available for work.

Time spent in travelling to or from the place of work shall not count against the hours.

You will be required to undertake lunch time supervision duties. You will be entitled to a break of 30 minutes.

The post requires you to teach students in the age range 2+ years as consistent with the ages of students attending the schools within the Trust, at the reasonable direction of the CEO & Executive Headteacher, any particular class or year group or teaching group. This job description is non contractual and may be reviewed at the end of the academic year or earlier if deemed necessary. It may be amended at any time.

SIGNED: **JONATHAN BISHOP,
CEO & EXECUTIVE HEADTEACHER**

SIGNED: **NAME,
TEACHER**

DATED: