

JOB DESCRIPTION

Post Title:	TEACHER
Conditions of Employment:	Refer to School Teachers' Pay and Conditions Document
Disclosure level	Enhanced
Responsible to:	Head of School Operations/Executive Head Teacher
Responsible for:	Teachers and Associate Staff
Location:	The postholder will be based at Westcroft School. The postholder may be required to work at another school in CLPT from time to time or for a specified period.
PURPOSE	<p>To be an effective professional, who demonstrates thorough curriculum knowledge, can teach and assess effectively, takes responsibility for professional development and supports students to maximise their potential.</p> <p>In fulfilling the requirements of the post, the teacher will demonstrate essential professional characteristics, and in particular will:</p> <ul style="list-style-type: none"> ▪ Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area. ▪ Monitor and support the overall progress and development of students as a Class Teacher. ▪ Facilitate and encourage a learning experience, which provides students with the opportunity to achieve their individual potential. ▪ Contribute to raising standards of student attainment. ▪ Share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
MAIN (CORE) DUTIES & ACCOUNTABILITIES	
Teaching, Learning and Progress	<p>The responsibility of the teacher is to deliver a high quality learning programme and manage the learning of all students in the class for which he/she is responsible. This requires thorough planning, effective teaching and rigorous monitoring to achieve progression of learning.</p> <ul style="list-style-type: none"> ▪ Plan thoroughly and teach effectively, all lessons that promote the development of abilities and aptitudes of all students in class, enabling them to make good and better progress ▪ Differentiate and personalise planning and teaching to ensure the achievement of all learners. ▪ Ensure that planning meets the needs of the individual learners, make explicit use of prior learning and clearly identify students needing extra support ▪ Understand and apply a range of teaching strategies ▪ Positively target and support individual learning needs ▪ Understand and apply effective classroom management ▪ Maintain high levels of behaviour and discipline ▪ Effectively use extra curricular learning opportunities ▪ Monitor rigorously to ensure every student makes progress ▪ Work in partnership with additional adults, including TAs, planning together as appropriate and directing the support to have maximum impact on the learning of students

	<ul style="list-style-type: none"> ▪ Teach other subjects as and when required ▪ Undertake the role of form tutor
Monitoring, Assessment, Recording and Reporting	<ul style="list-style-type: none"> ▪ Use internally set progress targets, ILP and EHCP's to evaluate pupils' progress and set appropriate targets for improvement ▪ Use a range of assessment evidence to inform planning and teaching of appropriate lessons matched to the needs of all students ▪ Use a range of assessment evidence to identify where specific help is required and inform differentiation and intervention strategies ▪ Mark work regularly (as a minimum, once every two weeks) giving appropriate feedback ▪ Provide oral and written assessments, and reports relating to individual students and groups of students ▪ Participate in parents' evenings / events to report on progress, learning, personal development and well-being ▪ Report on progress to all stakeholders ▪ Lead the review of EHCP's.
Climate for Learning	<ul style="list-style-type: none"> ▪ Promote and maintain an appropriate climate for learning among students in line with school policies and the school's ethos ▪ Safeguard the health and safety of students on school premises and when they are engaged in authorised school activities elsewhere
CPD and Performance Management	<ul style="list-style-type: none"> ▪ Participate in arrangements for Performance Management ▪ Participate in curriculum and whole school self-evaluation activities to review teaching, planning and learning ▪ Participate in CPD including joint-practice development with other teachers to secure continuous improvement
Pastoral Duties	<ul style="list-style-type: none"> ▪ Promote the general progress and well-being of individual students and of the class (or key stage) as a whole ▪ Liaise with the Senior Leader Pastoral and relevant members of SLT to ensure the implementation of the school's pastoral system ▪ Register students, accompany them to assemblies, encourage their participation in other aspects of school life ▪ Contribute to the preparation of Action Plans and other reports ▪ Alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved ▪ Communicate, as appropriate, with parents of students and persons or bodies outside the school concerned with the welfare of individual students, after consultation with appropriate staff ▪ Safeguard the health and safety of students on school premises and when they are engaged in authorised school activities elsewhere
Other Professional Requirements	<ul style="list-style-type: none"> ▪ Have a working knowledge of teachers' professional duties and legal liabilities ▪ Operate at all times within the stated policies and practices of the school, including professional duties ▪ Perform duties as part of a duty team ▪ Maintain an up to date knowledge of good practice in teaching techniques ▪ Know subject(s) or specialism(s) to enable effective teaching ▪ Take account of wider curriculum developments ▪ Contribute positively and effectively to the SEND agenda ▪ Undertake professional development to enhance teaching and pupils' learning, and apply outcomes and identify impact; share outcomes with colleagues ▪ Take responsibility for professional learning ▪ To support the Executive Head Teacher and play a full part in the life of the school
<p>The postholder is required to:</p> <ul style="list-style-type: none"> • Undertake a systematic study of practice with a consequent programme of self and professional development to ensure that the necessary skill, knowledge and understanding are kept up to date 	

- Be aware of and comply with all school policies. In relation to child protection, health and safety, security, confidentiality and the Data Protection Act 1998, it is important that all staff keep up to date with current policies and any concerns are reported to the relevant named persons without delay
- To play a full part in the life of the school community, to support its distinctive mission and the ethos.
- To undertake such other duties which may be regarded as within the nature of the duties and responsibilities of the grade of the post as defined and subject to any reasonable adjustments under the Disability Discrimination Act. Any changes of a permanent nature will be incorporated into the job description.

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.

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Endorsement

I accept the specified job description. Name:

Signed: Date:

March 2020