

# Clee Hill Community Academy Job description: Teacher (UPS)

## Relationships and Responsibilities

Liaise with the teaching and non-teaching staff of the school, Governors, Parents, Children, Advisers and other Professionals

- Take responsibility for a class of children determined on an annual basis by the Headteacher and in accordance with the duties listed below
  - To carry out the professional duties covered by the latest School Teachers' Pay and Conditions Document. The post-holder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the General Teaching Council for England.
  - Teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs;
  - Maintain the positive ethos and core values of the school, both inside and outside the classroom;
  - Promote the school's values as a Growth Mindset School
  - Contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors;

In addition to the requirements of a Main Pay Range teacher, an Upper Pay Range teacher is required to:

- Play a critical role in the life of the school.
- Provide a role model for teaching and learning.
- Make a distinctive contribution to the raising of pupil standards.
- Contribute effectively to the work of the wider team: i.e. assemblies
- Take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning.

## As a Class Teacher:

The Class Teacher will:

- Implement agreed school policies and guidelines;
- Support initiatives decided by the Headteacher and staff;
- Plan appropriately to meet the needs of all pupils, through differentiation of tasks;
- Be able to set clear targets, based on prior attainment, for pupils' learning;
- Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils including effective working walls;
- Keep appropriate and efficient records, integrating formative and summative assessment into planning;

- Work with school leaders to track the progress of individual children and intervene where pupils are not making progress;
- Report to parents on the development, progress and attainment of pupils;
- Promote the school's code of conduct amongst pupils, in accordance with the school's behaviour policy;
- Participate in meetings which relate to the school's management, curriculum, administration or organisation;
- Communicate and co-operate with specialists from outside agencies;
- Make effective use of ICT to enhance learning and teaching
- Lead, organise and direct support staff within the classroom;
- Participate in the performance management system for the appraisal of their own performance, or that of other teachers

In addition to the requirements of a Main Pay Range teacher, an Upper Pay Range teacher is required to:

- Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation.
- Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.
- Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects/curriculum areas you teach, including those related to public examinations and qualifications.
- Have a more developed knowledge and understanding of your subjects/curriculum areas and related pedagogy including how learning progresses within them than a Main Pay Range teacher.
- Have sufficient depth of knowledge and experience to be able to give advice to colleagues on the development and well-being of children and young people.
- Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge.
- Provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice in order to help them meet the relevant standards and develop their teaching practice

Name of Post holder:

Date :

Signature of Post holder: .....

Signature of Headteacher.....

## Person Specification Cleve Hill Community Academy

Post Title: Class teacher

	Essential	Desirable
<b>Qualifications</b>		
Educated to degree level	✓	
Qualified teacher status either in the UK or if not in own country combined with a desire to achieve English QTS	✓	
<b>Experience</b>		
Will have experience of good or outstanding teaching through previous posts or trainee placements	✓	
<b>Professional Knowledge and Understanding</b>		
Must have a sound knowledge of the National Curriculum	✓	
An understanding of curriculum and pedagogical issues relating to learning and teaching,	✓	
Understanding of and commitment to the school policies, in particular: <ul style="list-style-type: none"> <li>• Participation and implementation of the School Behaviour Policy</li> <li>• Awareness of Health and Safety implementation in the work place</li> <li>• Implementation of the school Equal Opportunities Policy</li> <li>• Child Protection Policy</li> <li>• E-safety Policy</li> <li>• Whistle Blowing Policy</li> </ul>	✓	
Knowledge of effective strategies to include, and meet the needs of, all pupils in particular underachieving groups of pupils, pupils with EAL and SEN	✓	
Familiarity with writing and delivering effective Individual Education Plans for pupils with SEN and provision maps		✓
Will have completed, or be in the process of completing safeguarding training including Child Protection (covering FM and FGM) & PREVENT training		
<b>Professional Skills and Abilities</b>		
A teacher with sound ICT knowledge and skills relating to the class teaching, able to demonstrate the effective use of ICT to enhance the learning and teaching	✓	
Must be able to plan lessons for all the pupils in a class, setting clear learning intentions and differentiated tasks	✓	
Must be able to keep records of pupil progress in line with school policy	✓	
Must be able to use assessments of pupils learning to inform future planning	✓	
Ability to plan and work collaboratively with colleagues	✓	

<b>Personal Qualities</b>		
Must be willing and enjoy engaging parents in order to encourage their close involvement in the education of their children	✓	
A teacher with a flexible approach to work who enjoys being a good team member	✓	
Must have good communication skills both orally and in writing	✓	
Must be able to manage own work load effectively	✓	
Good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships	✓	
Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit	✓	
To practice equal opportunities in all aspects of the role and around the work place in line with policy	✓	
To maintain a personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post	✓	

In addition teachers on the Upper Pay Scale will have additional accountabilities which should be recorded below and reviewed annually by the appraiser.

Specific Additional Accountability	Details of accountability
ie Maths coordinator	

This job description and related documents provide the standards and framework for Performance Management Objectives for an Upper Pay Range teacher which will be set under the school's Appraisal Policy before, or as soon as practicable after, the start of each appraisal period.

The objectives set will be Specific, Measurable, Achievable, Realistic and Time-bound and will be appropriate to the teacher's role and level of experience. The appraiser and appraisee will seek to agree the objectives but, if that is not possible, the appraiser will determine the objectives. Objectives may be revised if circumstances change.

The objectives set for each teacher will, if achieved, contribute to the school's plans for improving the school's educational provision and performance and improving the educational opportunities of pupils at that school.