

Job Description - Teacher



Post title	Teacher
Salary and grade:	MPR / UPR
Line manager/s:	Teaching Team Leader
Supervisory responsibility:	The postholder may be responsible for the deployment and supervision of the work of classroom support relevant to their responsibilities

Main purpose of the job:

- Be ambitious for our young people and for themselves
 - Be responsible and accountable for achieving the highest possible standards in work and conduct
 - Treat students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
 - Work proactively and effectively in collaboration and partnership with learners, parents/carers, trustees, other staff and external agencies in the best interests of students
 - Act within the statutory frameworks which set out their professional duties and responsibilities and in line with the duties outlined in the current *School Teachers Pay and Conditions Document and Teacher Standards (2012)*
 - Take responsibility for promoting and safeguarding the welfare of children and young people within the school and Trust
 - This role will be based at Falmouth School but you may be required to work at any other premises occupied by the Trust or any of the employer's academies within mid-Cornwall as directed by the employer
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Duties and responsibilities:

All teachers are required to carry out the duties of a school teacher as set out in the current *School Teachers Pay and Conditions Document*. Teachers should also have due regard to the Teacher Standards (2012). Teachers' performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in the school/Trust.

Teaching

- Deliver the curriculum as relevant to the age and ability group/subject/s that you teach
- Planning and preparing lessons that meet the requirements of the school
- Teaching assigned students according to their educational needs
- Assessing, recording and reporting on students 'readiness to learn', attainment and next step comments as directed by the Leadership Team
- Adopting the 'Falmouth Way' and the 'great teachers toolkit' consistently in to lessons
- Effectively prepare students for internal and external examinations

Additional responsibilities

Be responsible for the preparation and development of teaching materials, teaching programmes and student support arrangements as appropriate.

- Contribute to the faculty's extra-curricular programme as advised by TTL
- Promote the general progress and well-being of individual students and of any class or group of students assigned
- Promote the safeguarding and welfare of students by adopting the schools safeguarding policies, reporting any concerns via 'My Concern'
- Embed the schools praise and conversation policy within all aspects of school, maintaining high standards
- Communicating with the parents of students to provide positive feedback in addition to following the school policies
- Fulfil timetabled duties promptly, enforcing school praise and conversation policies where relevant, whilst maintaining the health and safety of students and staff at Falmouth School
- Attend all calendared meetings and professional development opportunities as directed by the Leadership Team or TTL

- Provide guidance and advice to students on educational and social matters, including information on further education and careers opportunities
- Contribute to reviewing methods of teaching and programmes of work through teaching teams
- Take advantage of professional partnerships within school, to enhance aspects of teaching and reflect on practice
- Identify any professional development needs to TTL and follow the Falmouth School CPD programme as directed by the Leadership Team, keeping up to date with new developments with the curriculum and teaching
- If absent from school (planned or unplanned) provide suitable, appropriate cover for groups
- Fulfil cover of groups whose teacher is not available to teach them, as directed by the curriculum team (rare and in circumstances that are not foreseeable).
- If completing an induction period/ECT year, adhere to the regulations set out
- Participate in the annual cycle of performance management, adhering to targets set

Behaviour and Safety

- Establish a safe, purposeful and stimulating environment for students, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Manage classes effectively, using approaches which are appropriate to students' needs in order to inspire, motivate and challenge students
- Maintain good relationships with students, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of students
- Have high expectations of behaviour, promoting self-control and independence of all learners
- Carry out duties as directed and within the remit of the current *School Teachers' Pay and Conditions Document*
- Be responsible for promoting and safeguarding the welfare of children and young people within the school and Trust, raising any concerns following school protocol/procedures

Team working and collaboration:

- Participate in any relevant meetings/professional development opportunities at the school/Trust, which relate to the learners, curriculum or organisation of the school including student support arrangements and assemblies
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and student support functions of the school/Trust
- Cover for absent colleagues within the remit of the current *School Teachers' Pay and Conditions* document

Fulfil wider professional responsibilities:

- Work collaboratively with others to develop effective professional relationships
- Deploy support staff effectively as appropriate
- Communicate effectively with parents/carers with regard to students' achievements and wellbeing using school and Trust systems/processes as appropriate
- Communicate and cooperate with relevant external bodies
- Make a positive contribution to the wider life and ethos of the school and Trust

Administration:

- Register the attendance of and supervise learners, before, during or after school sessions as appropriate
- Participate in and carry out any administrative and organisational tasks within the remit of the current *School Teachers' Pay and Conditions Document*

Professional development:

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on students' progress, attainment and wellbeing, refining your approaches where necessary responding to advice and feedback from colleagues

- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school/Trust or as developed as an outcome of your appraisal
- Proactively participate with arrangements made in accordance with the Appraisal Regulations 2012

Other:

- To have professional regard for the ethos, policies and practices of the school in which you teach and Trust, and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the Headteacher/Chief Executive Officer
- Be aware of, and adhere to, applicable rules, regulations, legislation, policies and procedures within the school/Trust including safeguarding, health and safety and general data protection regulations
- Maintain confidentiality of information acquired in the course of undertaking duties for the school/Trust
- This role will be based at Falmouth School but you may be required to work at any other premises occupied by the Trust or any of the employer's academies within mid-Cornwall as directed by the employer

Note:

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school/Trust organisation and may change either as your contract changes or as the organisation of the school/Trust is changed. Nothing will be changed without consultation.

Person Specification - Teacher

Qualifications:

1. Qualified teacher status or recognised equivalent (application form).

Experience:

2. Teaching experience with the age range and/or subject(s) applying for.

Knowledge and skills:

The ability to effectively:

3. Create a stimulating and safe learning environment.
4. Establish and maintain a purposeful working atmosphere.
5. Plan, prepare and deliver the curriculum as relevant to the age and ability group/subject that you teach, other relevant initiatives and the school's/Trust's own policies.
6. Assess and record the progress of students' learning to inform next steps and monitor progress.
7. Demonstrate a commitment to equal opportunities and use a variety of strategies and practices to promote the diverse cultural and equality issues in the classroom.
8. Teach using a wide variety of strategies to maximise achievement for all children including those with special educational needs and high achievers and to meet differing learning styles.
9. Encourage children in developing self-esteem and respect for others.
10. Deploy a wide range of effective behaviour management strategies, successfully.
11. Communicate to a range of audiences (verbal, written, using ICT as appropriate).
12. Use ICT to advance students' learning, and use common ICT tools for their own and students' benefit.

Commitment:

Demonstrate a commitment to:

- a. equalities
- b. promoting the school's/Trust's vision and ethos
- c. high quality, stimulating learning environments
- d. relating positively to and showing respect for all members of the school/Trust and wider community
- e. ongoing relevant professional self-development
- f. safeguarding and child protection

Falmouth School is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. Everyone who comes into contact with children and their families and carers has a role to play in

safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.