HILL VIEW JUNIOR ACADEMY

JOB DESCRIPTION

Job Title: Teacher Main Scale

Purpose of Job
To be responsible for teaching a class within Key Stage 2. To assist the senior leadership team with the management of a subject or responsibility across the school.

The duties and responsibilities set out in this job description are to be carried out in accordance with the National Professional Standards for Teachers, the School Teachers Pay and Conditions document and the school code of conduct.

Principal Responsibilities
- To support the ethos, values and aims of the school community.
- To contribute to and follow the agreed policies of the school.
- To comply with the schools Health and Safety policy and undertake appropriate risk assessments.
- To have high expectations of themselves and all pupils and to act as an example to pupils within the school environment.
- To contribute to the evaluation and monitoring of the school curriculum.
- To work as a member of a team and to contribute positively to effective working relationships with the school.
- To engage actively in Performance Management and Professional Development.

Professional Responsibilities
The post holder will be required to exercise his/her professional skills and judgment to carry out, in a collaborative manner, the professional duties set out below.

Knowledge and Understanding
- To maintain good levels of knowledge in regard to latest research in effective teaching approaches.
- Understand progression in their specialist subject(s), including their specialist age range.
- Have a detailed knowledge of the relevant aspects of the National Curriculum and other statutory requirements.

Main Duties
- To plan and deliver appropriate broad, balanced, relevant, adapted and challenging lessons to all their pupils appropriate to their needs.
- To assess, record and report on aspects of pupils' standards, progress and development.
- Contribute to raising standards of pupil attainment.
- Identify pupils who have special educational needs, and know where to get help in order to give positive and targeted support. Implement and keep records on Individual Support Plans.
- To encourage high standards of behaviour so effective learning can take place, and good relationships can be formed within the school community.
- To contribute to whole school planning activities.
- To work effectively with support staff.
- To develop subject knowledge and expertise keeping up to date with national developments, teaching practice and methodology to support pupils in achieving high standards.
- To ensure they provide effective curriculum coverage, continuity, progression and challenge.
- To assist with the monitoring and evaluation of subject delivery through (eg work scrutiny, resource audits and data analysis).
- To manage their classroom resources effectively.
- To take part with colleagues in developing the subject area.

Teaching and Managing Pupil Learning

- To teach children (whole class, groups and individuals) according to their learning needs ensuring that objectives are met, challenge is maintained and best use is made of teaching time available.
- Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well focused teaching and through positive and productive relationships.
- To value children's work and ensure that excellence is displayed regularly and in line with school policy and expectations.
- To write reports and support parents in understanding the learning and development needs of their child.
- To meet all deadlines for submission of data, reports and any information requested by the Headteacher

Assessment and Evaluation

- Use the assessment of children's learning to underpin the planning and evaluation of all objectives.
- Mark children's work providing constructive feedback (oral and written) and ensure that children respond to this, in line with the school policy.
- Contribute to the process of monitoring and evaluating children's progress and the quality of the school's provision.

Achievement

- Ensure all children make at least good progress in comparison to their peers nationally from their prior attainment, as a result of teaching.
- Set regular targets for improvement, based on prior assessment information and secure progress towards them.
- Adhere to school's assessment schedule.

Staff Appraisal

- To take responsibility for personal learning development and setting objectives for improvement and taking action to keep up to date with research and pedagogy.
- To engage actively in the staff appraisal process, working towards the appropriate career stage expectations and use to improve teaching and pupils' learning.
- Understand the professional responsibilities in relation to school policies and practices.
- Set a good example to the pupils they teach in their presentation and their personal conduct.
- To support and implement set priorities for school development

Managing and Developing Staff and other Adults

- Establish effective working relationships with professional colleagues including, where applicable, associate staff.
- Where applicable, deploy support staff and other adults effectively in the classroom, involving them where appropriate in the planning and management of pupils learning

Managing Resources

- Select and make good use of learning resources, ICT and other learning materials which enable teaching objectives to be met.

Other Specific Duties

- To play a full part in the life of the school actively supporting the vision of the school.
- To contribute to the broader aspects of school life, including learning beyond the classroom.
- To liaise with external agencies responsible for pupils' welfare.
- To actively promote the school's corporate policies.
- To contribute to and uphold the ethos of the school.
- To assist in the preparation of reports relating to the use of curriculum area to be defined, as requested by the Trust Board or the school's Governing Body.
- To contribute to Self-Evaluation by meeting requests and deadlines for information actively supporting the Leadership team.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the council.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.

The post holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy, Code of Conduct, Safeguarding Policy (in line with SSCB procedures) and all other Trust Policies.

The post holder must comply with the Trust's Health and Safety rules and regulations and with Health and Safety legislation.

The post holder is responsible for promoting and safeguarding the welfare of children and young people they are responsible for or come into contact with.