



## Springfield School Job Description

<b>Job Title:</b>	Teacher
<b>Salary / Grade:</b>	MPS / UPR + SEN 1 Allowance
<b>Contract Type:</b>	Permanent / Temporary <b>Full Time / Part Time</b>
<b>Responsible to:</b>	Phase Leader / Senior Leadership Team
<b>Review of Role:</b>	Annually at Appraisal meeting

### **Main Purpose of the Job:**

To be responsible for the overall running of their class(es) including the organisation and teaching of educational programmes, behaviour management and welfare of the pupils. As a Teacher, you should make the education for your pupils their first concern. You are accountable for achieving the highest possible standard of work and conduct. You should act with honesty and integrity; have strong subject knowledge, keep your knowledge and skills as a teacher up-to-date and be self-critical; forge positive professional relationships and work with parents in the best interest of your pupils.

### **Applicable Contract Terms and Duties:**

To be performed in accordance with the provisions of the Schools Teachers' Pay and Conditions Document and within the range of duties set out in that document so far as relevant to the post holder's title and salary grade. The post is otherwise subject to the Conditions of Service of School Teachers in England and Wales (the "Burgundy Book"). This job description is to be read in conjunction with the National Professional Standards for Teachers as appropriate to the relevant level.

### **Aims and Objectives**

- To uphold and work towards the school's vision and aims, supporting the school ethos and mission.
- To contribute to the development and review of school policies and then to uphold and work within the policies as agreed.
- To plan the curriculum, with colleagues, in line with school policy, to secure high quality learning for the pupils.
- To deliver the curriculum through a range of lessons designed to stimulate and motivate pupils' learning
- To report on pupils progress
- To establish effective working relationships with others
- To make efficient use of resources

### **Key Tasks:**

#### **Planning**

- Ensure that each school day is planned in advance using a daily planning sheet, so that all class staff understand what they will be doing at all times during the day
- Set stretching objectives for pupils' learning which are ambitious and relevant to each pupil's individual needs
- Plan, prepare and implement appropriate teaching programmes in line with the schools PARR policy
- To include opportunities for appropriate inclusion, taking into account individual needs and objectives.



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### **Teaching**

- Demonstrate teaching skills which lead to learners achieving well relative to their prior attainment
- Teach engaging and motivating lessons informed by well-grounded expectations of learners and designed to raise levels of attainment
- Be flexible, creative and adept at designing and refining approaches to teaching that are effective and consistently well-matched to learning objectives, integrating recent developments, including those relating to pedagogy
- Ensure that all the pupils receive motivating, effective and relevant learning opportunities which meet their individual needs as outlined in their Statement of Educational Need/EHCP and in accordance with the school's curriculum guidance.
- To plan and teach lessons the follow a child centred approach to learning
- Provide a learning environment for pupils that is appropriate to their needs and facilitates high levels of achievement.
- Manage learners' behaviour constructively by establishing and maintaining a clear and positive framework, in line with the school's behaviour policy
- Be present at all times when pupils are using PE apparatus and whilst pupils are in the water at the swimming pool (both hydrotherapy and Windrush Leisure Centre pools) unless a qualified swimming teacher is present. Teachers are expected to go in the pool with pupils.
- Report to parents about their child's work on a termly basis, in line with the Schools PARR Policy.
- Liaise with parents; therapists; other schools; colleges and outside agencies
- Review the impact of the feedback provided to learners and guide learners on how to improve their attainment

### **Standards and Achievement**

- Provide an on-going assessment of the pupil's achievements and abilities, supporting this with robust and comprehensive record keeping, in line with the school's policy
- Have high expectations of children and young people including a commitment to ensuring that they can achieve their full educational potential and to establishing fair, respectful, trusting, supportive and constructive relationships with them.

### **Professional Standards and Development**

- Work with other professionals to meet the needs of pupils as appropriate, seeking guidance and support, delivering specialist programmes and providing effective feedback to secure the best possible provision
- Regularly reflect on own practice seeking continuous improvement
- Complete National Teachers' Standards Audit annually

### **Leadership and Management**

- Lead the class team, providing them with a positive role model and appropriate guidance to ensure that they support the delivery of high quality learning experiences to the pupils
- Develop class team's professional knowledge and skills through example, coaching and professional dialogue



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- Work in harmony with other adults in your classroom. e.g. Teaching Assistants and external professionals, ensuring they are informed on planning, aware of assessments and able to work as a team to support the learning in the class and across the school
- Have knowledge of and always follow the School's Health, Safety and Well-Being and Safeguarding policies, procedures and guidelines
- To be an active participant in a Learning and Teaching Team. This may include opportunities to lead on school improvement areas.
- Teachers should be prepared to take short term responsibility for the school in the absence of the Senior Leadership Team. A teacher will be nominated should this occasion arise.

### **School responsibilities**

- Provide training as agreed with the Head Teacher that is relevant to experience, expertise and qualifications
- Take assemblies on a rota basis, as agreed
- Undertake playground and lunch duties, as required
- Attend curriculum development meetings, Key Stage meetings, admin meetings, and INSET on a regular basis
- Take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues
- Make a positive contribution to the wider life and ethos of the school and be an active team member
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
- Respect the needs of the cleaning staff
- To monitor provision and practice for equal opportunities; race equality and related issues across the school
- Any other requirement of the Headteacher, analogous to the role of class teacher

This job description is not your contract of employment, or any part of it. It has been prepared for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

**Signature of Post Holder** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature of Head Teacher** \_\_\_\_\_ **Date** \_\_\_\_\_

Approved by Full Governing Body on 18<sup>th</sup> April 2016