



## **JOB DESCRIPTION**

**POST:** Teacher

### **Job Purpose**

To be an effective professional who demonstrates thorough curriculum knowledge, can teach and assess effectively, take responsibility for professional development and has students who achieve well.

### **Core Requirements of the Post**

In fulfilling the requirements of the post, the teacher will demonstrate essential professional characteristics, and in particular will:

- Inspire trust and confidence in students and colleagues.
- Build team commitment with colleagues and in the classroom engage and motivate students.
- Demonstrate analytical thinking to improve the quality of students' learning.
- Contribute to the school improvement /development planning and promote the learning priorities of the school SIP.
- Contribute to the development and / or implementation of school policies.
- Promote the wider aspirations and values of the school.

### **Areas of Responsibility and Key Tasks**

#### **Planning, Teaching and Class Management**

Teach allocated students by planning their teaching to achieve progression of learning through:

- Understanding and applying effective classroom management.
- Understanding and applying a range of teaching strategies.
- Positively targeting and supporting individual learning needs.
- Maintaining high levels of behaviour and discipline.
- Effectively using homework and other extra-curricular learning opportunities.
- Demonstrating appropriate consistent progress:
  - for the majority of students
  - across all teaching areas
  - across all spectrums of background, ability and behaviour that compares favourably with students in similar settings
- Effectively managing other adults in the classroom.

#### **Monitoring, Assessment, Recording, Reporting**

- Use performance data to evaluate students' progress and set appropriate targets for improvement.
- Use assessment to inform planning and teaching.
- Report on progress to all stakeholders.

### **Pastoral Duties**

- Be a form tutor to an assigned group of students.
- Promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.
- Liaise with the pastoral team to ensure the implementation of the school's pastoral system.
- Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- Contribute to the preparation of Action Plans and progress files 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.
- Contribute to PSHE and citizenship and enterprise education according to school policy.

### **Other Professional Requirements**

- Have a working knowledge of teachers' professional duties and legal liabilities.
- Operate at all times within the stated policies and practices of the school.
- 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.
- Incorporate national strategies in all teaching.
- Communicate learning objectives.
- Contribute positively and effectively to the Every Child Matters agenda
- Undertake professional development to enhance teaching and students' learning, and
  - apply outcomes and identify impact
  - share outcomes with colleagues
- Take responsibility for professional learning.

*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. This job description should be read in conjunction with 'Clarification notes on the exercise of professional duties for all teachers, other than head teachers' contained therein at Appendix A.'*

*This job description may be amended at any time following discussion between the Headteacher and member of staff, and should be reviewed annually.*

**St Ivo School fully recognises the responsibility it has under section 175 (Section 157 for Independent Schools and Academies) of the Education Act 2002 to have arrangements in place to safeguard and promote the welfare of children.**

**Through their day-to-day contact with students and direct work with families, staff at the school have a crucial role to play in noticing indicators of possible abuse or neglect and referring them to Social Care via the Cambridgeshire Direct Contact Centre (Designated Person for Child Protection to refer)**