

Job Description

Post title:	Teacher
Contract	Fix term
Pay range:	MPS Dependant on experience and service
Line manager:	Headteacher
Supervisory responsibilities:	N/A
Location:	Holybrook Primary School
Hours of Work:	Full Time

Purpose of the Role:

To be responsible for the teaching of children and young people in the school as directed by the Headteacher, being accountable for the quality of learning and the expected standards of learner attainment and achievement within designated subject/curriculum/year group through a systematic focus on high quality, innovative teaching.

- **Safeguarding**
 - To uphold the school's policies in respect of Safeguarding and Child Protection, and ensure the safety and well-being of all learners.
- **Line Management**
 - Meet regularly with the line manager to ensure clarity of understanding of a range of issues
- **Quality of Teaching**
 - Plan and deliver high quality lessons in accordance with school's requirement, and national curriculum/examination board requirements, ensuring:
 - Lessons are planned, prepared, resourced and delivered with a focus on high quality, imaginative and innovative teaching
 - The use of Assessment for Learning strategies to maximise learning
 - Planning takes into account the needs of the individual learners, liaising with support staff where appropriate
 - Participation in school/faculty/subject team collaborative planning sessions, preparing lesson plans and schemes of work as agreed with the line manager
 - Opportunities to further develop teaching skills, strategies and the use of new technologies are embraced
- **Quality of Learning**
 - In delivering high quality lessons, systematically monitor, analyse and develop the quality of learning in the classroom by:

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Dawnay Road, Bradford BD5 9LQ 
info@exceedacademiestrust.co.uk 
 01274 086 490 
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- Ensuring that lessons are focused on learning, that learners know what they will learn, how they can improve their learning and are given ample opportunity to demonstrate what they have learned
 - Using Assessment for Learning techniques to facilitate high quality feedback to learners
 - Assessing, marking, grading and commenting upon learners' work as required within the school/ faculty assessment policy
 - Recording and monitoring learners' progress, holding accurate records and following the school reporting and assessment tracking procedures as required
 - Monitoring learners' attendance and acting upon concerns as necessary
 - Delivering PSHCE at designated times
 - Tutoring and mentoring groups / individual learners as required
 - Consistently using the school's positive behaviour strategies to maximise learners' participation and engagement in lessons
 - Taking responsibility for interactive, stimulating learning environments
- **Learner Achievement**
To be accountable for the standards of learner achievement of groups taught and individual learners within the groups by:
 - Using baseline data and assessment records to evaluate the quality of achievement of individuals and/or teaching groups
 - Maintaining on-going records of learner progress and achievement
 - Monitoring the achievement of learners within the tutor/class group, setting agreed targets as required
 - Meeting with individual line manager to agree challenging targets for individual learners and teaching groups
 - Providing evidence of learner achievement and attainment as required
 - Liaising with parents (by letter, phone, at consultation evenings, SRD days, option evenings etc.) to inform them of learners' progress
- **Resource Management**
Manage the resourcing of lessons by:
 - Researching, developing and sharing resources, ensuring adequate and strategic provision of learning materials to enhance teaching
 - Working with colleagues in planning time to develop resources and advise line manager on resource requirements
- **CPD**
Maximise opportunities for personal development by:
 - Participating in INSET opportunities, both as a participant and leader of in house INSET sessions as required
 - Participating in annual self-reflection and Performance Management procedures, identifying and requesting INSET opportunities as necessary
 - Participating in collaborative work and the sharing of best practice
- **General**
All school staff are expected to:
 - Work towards and support the school's vision and the objectives
 - Support and contribute to the school's responsibility for safeguarding students
 - Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
 - Work within the school's Equality Policies to promote equality of opportunity for all students and staff, both current and prospective
 - Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues

- Engage actively in the performance review process
- Adhere to school policies and procedures as set out in the staff handbook or other documentation available to all staff

This job description should be seen as enabling rather than restrictive and will be subject to regular review



Person Specification

Area of specification	Essential/ Desirable	Method of Assessment
APPLICATION <ul style="list-style-type: none"> Fully supportive references from senior management in most recent school Well structured supporting letter indicating a high standard of written English and a coherent understanding of educational issues and pedagogy 	Essential Essential	Application form
QUALIFICATIONS <ul style="list-style-type: none"> Qualified Teacher status Relevant further qualification 	Essential Desirable	Application form and interview
EXPERIENCE <ul style="list-style-type: none"> Successful teaching within a primary school: Demonstrating good/outstanding classroom practice and skills Contributing to a positive ethos and working within the aims and policies of the school 	Essential	
PROFESSIONAL DEVELOPMENT <ul style="list-style-type: none"> Recent attendance at training re. teaching and learning knowledge and skills Planned and Evaluated development of practice in consultation with colleagues and school management 	Essential Essential	
KNOWLEDGE/SKILLS/ABILITIES (Core competencies) <ul style="list-style-type: none"> Skilled in establishing and maintaining good professional relationships Skilled in communicating effectively in a variety of situations Skilled in Curriculum management (planning, delivery & assessment) including assessment for learning strategies, and use of assessment data for target setting and planning to improve standards Skills in raising standards Good Organisational skills Special Knowledge Knowledge of structure and content of Primary Curriculum KS2 Requirements Effective knowledge of accelerating basic skills progress from a low base line Understanding & knowledge of current educational issues An ability to read, write and speak English and to perform mathematical operations to a high GCSE standard Understanding of issues relating to: child protection/safeguarding children, the needs of learners with SEN/EBD and how to support children in developing the awareness required to live in a pluralist society 	Essential Essential Essential Essential Essential Essential Essential Essential Essential	

PERSONAL QUALITIES <ul style="list-style-type: none"> • Well organised and able to work successfully on own initiative • Able to demonstrate enthusiasm, maturity and sensitivity when working with others • Confident yet flexible, reliable and resilient • Caring attitude towards learners and their parents/carers • Good timekeeping, health, available to work required term dates (save for compassionate leave) • Physically able to cope with the requirements of the post 	Essential Essential Essential Essential Essential Essential	
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This job description is not your contract of employment, or any part of it. It has been prepared only 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 it will be reviewed annually as part of the performance management process or as appropriate.

Signature of post holder _____ **Date** / /

Signature of Chief Executive Officer _____ **Date** / /

