



PROPRIETOR: LOUISE GEAR

# Widford Lodge

HEAD TEACHER: MISS M. COLE

WIDFORD LODGE SCHOOL LTD, WIDFORD ROAD, CHELMSFORD, ESSEX CM2 9AN

## Job Description: Teacher

### **Job Purpose:**

The Teacher will:

- teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs;
- maintain the positive ethos and core values of the school, both inside and outside the classroom;
- contribute to constructive team-building amongst teaching and non-teaching staff, parents and proprietor;
- share and support the school's responsibility to secure the highest possible standards of learning and pupil progress;
- contribute to the high expectations for achievement in the school;
- be aware of the established policies and practices of the school and share in collective responsibility for their implementation and for its ethos;
- share and support the corporate responsibility for the well-being, education and discipline of all pupils;
- be aware of the professional duties of teachers and the statutory framework in which we work;
- have a secure knowledge and understanding of the subject(s) being taught and the relevant pedagogy to teach effectively across the full age and ability range;
- know, understand and use the relevant statutory and non-statutory curricula and frameworks for the subject(s) or curriculum area taught

### **Responsible for:**

- Teaching, support and accountability of assigned pupils to ensure high expectations and high standards of learning and good progress for individuals and groups of pupils;
- To assess, record and report aspects relevant to teaching and learning making effective use of Assessment for Learning Strategies and intervention as appropriate.

### **Reporting to:**

Headteacher and Proprietor

### **Duties:**

The Class Teacher will:

- implement agreed school policies and guidelines;
- support initiatives decided by the Headteacher and staff;
- plan appropriately to meet the needs of all pupils, through differentiation of tasks;
- be able to set clear targets, based on prior attainment, for pupils' learning;
- provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils;
- keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning;
- report to parents on the development, progress and attainment of pupils;
- maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy;
- participate in meetings which relate to the school's management, curriculum, administration or organisation;
- communicate and co-operate with specialists from outside agencies;
- lead, organise and direct support staff within the classroom;
- participate in the performance management system for the appraisal of their own performance, or that of other teachers;
- promote and safeguard the welfare of children they are responsible for or come into contact with and to adhere to and ensure compliance with the school's Safeguarding procedures and staff guidance at all times. If, in the course of carrying out the duties of the post, a teacher becomes aware of any actual or potential risks to the safety and welfare of children in the school s/he must report any concerns to one of the designated Safeguarding officers;
- Ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils, in accordance with the aims and ethos of the school;
- Know how to make effective personalised provision for those taught, including those for whom English is a second language, have special needs or disabilities, are able or other groups of pupils;
- Establish a purposeful learning environment within the classroom;
- Teach challenging, well organised lessons and sequences of lessons across the age and ability range they teach in which they:
  - Use an appropriate range of teaching strategies and resources, including e-learning and iPads which meet pupils' needs and take practical account of diversity and promote equality and inclusion;
  - Build on the prior knowledge and attainment of those they teach in order that pupils meet learning objectives and make sustained progress;

- Develop concepts and processes which enable pupils to apply new knowledge, understanding and skills;
- Adapt their language to suit the pupils they teach, introduce new ideas and concepts clearly, and using explanations, questions discussions and plenaries effectively.
- Plan, mark and monitor set homework or other out-of-class work to sustain pupil progress and to extend and consolidate their learning;
- Know how to use skills in literacy, numeracy and ICT, including iPads and digital learning to support teaching and wider professional activities;
- Assist in the development of appropriate resources, Schemes of Work, marking policies and teaching strategies;
- Contribute to the school development plan and its implementation;
- Plan and prepare lessons that address individual gaps in learning and promote progress;
- Design opportunities for pupils to develop their literacy, numeracy, ICT, thinking and learning skills and cross-curricular themes so that they are reflected in the teaching and learning experience of pupils;

#### **Achievement/Progress**

- Use statistical and other information to evaluate the effectiveness of teaching and monitor the progress of those taught;
- Plan for progression across the age/ability range being taught, designing effective learning sequences within lessons and across series of lesson, informed by secure subject/curriculum knowledge;
- Make effective use of a range of assessment, monitoring and recording strategies, including writing reports in line with published deadlines;
- Know and apply the particular assessment requirements and arrangements for the year group being taught, including internal and external assessments and assessment for learning strategies;
- Maintain appropriate records and provide relevant, accurate and up to date information using the school's data collection systems;
- Mark, grade and provide written, verbal and diagnostic feedback as required;
- Know the legal requirements, national policies and guidance on the safeguarding and promotion of the wellbeing of children;
- Have high expectations of 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;
- Know how to identify and support young people whose progress and development of well-being is affected by changes or difficulties in their personal circumstances, and when to refer them to colleagues for special support;
- Alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved;

- Communicate as appropriate, with parents of pupils and with persona or bodies outside the school concerned with the welfare of individual pupils, after consultation with the appropriate staff according to the school's Policy;
- Contribute to PSHEE activities according to school policy;
- Register pupils accurately, accompany and supervise them in assemblies and activities and encourage their full participation in other aspects of school life. To support the school's extra-curricular offer;
- Take responsibility for own professional development and to keep up to date with research and developments in pedagogy and in the subjects taught;
- Participate in arrangements made in accordance with the Performance Management cycle;
- Participate in arrangements for further training and professional development as a teacher;
- Share corporate responsibility for the implementation of school policies and practices;
- Have a commitment to collaboration and co-operative working;
- Work as a team member and identify opportunities for working with colleagues, managing their work where appropriate and sharing the development of effective practice with them;
- Lead a subject, if requested, in accordance with the duties outlined in Appendix 1

#### **Partnership**

- Communicate promptly and effectively with parents and carers, conveying timely and relevant information about attainment, objectives, progress and well-being;
- Follow agreed policies for communications within the school and with external partners;
- Take part in marketing, liaison activities and school events such as Open Evenings, Parents' Evenings, school concerts and sports days;
- Contribute to the development of effective subject links with external agencies.

#### **Support for the school**

- To contribute to the maintenance of pupils' safety and security;
- To keep accident, incident records;
- To attend staff meetings;
- Any other duties appropriate to the post as directed by the school proprietor, Headteacher and line manager.

## **Appendix 1 – Subject Leader tasks**

- Set curriculum targets and objectives, and identify priorities for the year and ensure that your action plan is complete;
- Ensure other teachers of your subject are aware of units of work and the resources available to them; and where the resources are stored;
- Review medium- and long-term planning, and make changes where necessary. Ensure that up-to-date paper copies are in the scheme of work file;
- Scrutinise short-term planning and make changes where necessary;
- Plan continuing professional development (CPD) activities for both teachers and support staff, if required;
- Plan specific teaching strategies, such as focus groups or intervention strategies, if required in your subject, i.e. a spelling support group, and liaise with the SEND coordinator if necessary;
- Update the school on-line curriculum booklets;
- Plan and carry out monitoring arrangements, including lesson drop-ins and book scrutiny;
- Prepare assessment materials, if required;
- Meet annually with Headteacher to review the subject;
- Review progress against targets, objectives and priorities, and make changes where necessary;
- Review success of specific teaching strategies, and make changes where necessary;
- Prepare assessment materials and then analyse the results of any assessments carried out. Ensure relevant senior leaders and other teachers of your subject are made aware of results;
- Review progress, assessment results, and schemes of work and use this analysis to help set priorities for the following year;
- Prepare and submit budget bid for next academic year;
- Keep a record of monies spent and budget remaining;
- Find evidence to support the A list;
- Liaise with all teachers to ensure that more opportunities for creativity are planned for within your subject;
- Plan and deliver, or assist to organise, special events for pupils, such as: a subject day, afternoon or an outing;
- Organise or assist others to arrange visiting speakers or performers relevant to your subject;
- Plan and deliver extra-curricular activities; such as a club based on your subject area;
- Create a themed display or information area in the school;

- Keep abreast of developments within your subject as they arise and disseminate the relevant information to staff;
- Try to get an article into the local newspaper about your subject;
- Attend local and national training sessions, where applicable.