

<p style="text-align: center;">JOB DESCRIPTION TEACHER</p>

Professional duties

A person appointed as a teacher in a school shall play a significant role under the overall direction of the headteacher in;

- (a) formulating the aims and objectives of the school;
 - (b) establishing the policies through which they shall be achieved;
 - (c) managing staff and resources to that end; and
 - (d) monitoring progress towards their achievement;
 - (e) promoting the school's values
 - (f) leading by example
- undertaking any professional duties of the headteacher reasonably delegated to him/her by the headteacher;

Teaching

The teaching commitment will vary according to the needs of the school. Having regard to the curriculum for the school:

- planning and preparing courses and lessons;
- teaching, according to their educational needs, the pupils assigned to him/her, including the setting of work to be carried out by the pupil in school and providing feedback in accordance with the school's policies elsewhere;
- assessing, recording and reporting on the development, progress and attainment of pupils;

Other activities

- promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to him/her;
- providing guidance and advice to pupils and parents including information about sources of more expert advice on specific questions;
- making relevant records and reports;
- making records of and reports on the personal and social needs of pupils;
- communicating and consulting with the parents of pupils;
- communicating and co-operating with persons or bodies outside the school;
- participating in meetings arranged for any of the purposes described above;

Assessments and reports

- providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils;

Performance management

- participating in arrangements made in accordance with regulations for the appraisal of his/her performance and that of other staff members as set out in the staffing structure;

Review, induction, further training and development

- reviewing from time to time his/her methods of teaching and programmes of work;
- participating in arrangements for his/her further training and professional development as a teacher and leader;

Educational methods

- advising and co-operating with the headteacher and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements;

Discipline, health and safety

- maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere;

Staff meetings

- participating and leading in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements;

Public examinations

- participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations; recording and reporting such assessments;

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Management

- co-ordinating or managing the work of support staff;
- taking such part as may be required of him/her in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school;

Administration

- participating in administrative and organisational tasks related to such duties as are described above,

Specific Role

- To be accountable for ensuring the highest standards of individual pupil achievement through effective monitoring, evaluation and review of learning progress and teaching outcomes and setting targets for improvement

The Governing Body is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

Appointment of Teacher

School: Highwood Primary School

Person Specification

Factor	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none">• Degree• Qualified Teacher Status	<ul style="list-style-type: none">• Further Postgraduate study/qualification relevant to post•
Experience	<ul style="list-style-type: none">• Record of good teaching	<ul style="list-style-type: none">• Developing partnership with parents and other community stakeholders in a school, for mutual benefit.• Experience of managing a budget
Knowledge and skills	<ul style="list-style-type: none">• The skills to ensure the successful management and implementation of change.• Sound knowledge and understanding of recent education legislation and its impact on schools.• Proven ability to prioritise and organise	<ul style="list-style-type: none">• Evidence of successful inter-agency work (eg joint initiatives).
Leadership and management		<ul style="list-style-type: none">• Capacity to motivate and inspire and provide creative and enriching leadership to the school.• Ability to clearly articulate strong vision to all members of the school community• Leadership of professional development of staff

Decision making and organisation		<ul style="list-style-type: none"> • Ability to lead and manage decisively within a collaborative ethos • Ability to identify and develop strengths in individuals, groups and systems
Communication	<ul style="list-style-type: none"> • Fluent and effective communicator • Proven ability to establish professional working relationships with all members of the school community • Commitment to professional standards of fairness and integrity and strong desire to encourage this in others 	<ul style="list-style-type: none"> • Success in fostering parental support for students' learning, attendance and behaviour
Promoting the welfare of Children	<ul style="list-style-type: none"> • Committed to safeguarding and promoting the welfare of children and young people 	
Personal Attributes	<ul style="list-style-type: none"> • Ability to work under pressure and meet deadlines • Innovative and creative thinker • Enthusiastic, energetic and self-motivating • Intellectually versatile, perceptive and innovative • Able to prioritise and delegate as circumstances require • Accessible, responsive and accountable • Comfortable in the public domain • Resilient and able to respond well to pressure • Able to self-evaluate and be reflective in order to manage change 	

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| | <ul style="list-style-type: none">• Capable of responding constructively to criticism• A sense of humour and the ability to maintain a healthy work / life balance | |
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