Main Scale Teacher Job Description

Job Title: Teacher

Grade of Post: M1 - M6

Hours of Work: 32.5 hours

Responsible to: Principal

Purpose of the Job:

The Teachers Standards produced by the DfE in September 2012 is the core document for practising teachers. This document defines the minimum level of practice and conduct expected from teachers.

Responsibilities:

Plan teaching to achieve progression in students' learning, through:

- Contributing to the development of creative, exciting and challenging learning expeditions
- Delivering and assessing the effectiveness of Expeditions
- Identifying clear teaching and learning objectives and specifying how they will be taught and assessed
- Setting tasks, including homework, which challenge students and ensure a high level of interest
- Setting appropriate and demanding expectations for students' learning, motivation and presentation of work
- Setting clear targets building on prior attainment
- Identifying the needs of individuals and groups within the class, taking note of individual education plans and the requirements of the Code of Practice
- Making effective use of assessment information when planning lessons
- Planning opportunities to contribute to students' literacy and numeracy, and to their personal, spiritual, moral, social and cultural development
- The use of Teaching Assistant time as appropriate

Teaching and class management, to:

- Establish and maintain a safe environment and purposeful working atmosphere which supports learning and in which students feel secure and confident
- Set high expectations for students' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships

- Provide clear structures for projects/learning sessions whilst maintaining pace, motivation and challenge
- Use a variety of teaching methods to:
- Structure information well, including outlining content and aims and summarising key points as the project progresses
- Instruct, demonstrate and give accurate, well paced explanations using appropriate vocabulary
- Use effective questioning, listen carefully to students, give attention to error and misconceptions
- Selective appropriate learning resources and develop study skills through library, ICT and other sources
- Ensure students acquire and consolidate knowledge, skills and understanding appropriate to the project taught
- Critically evaluate teaching and project delivery to improve effectiveness

Monitoring, assessment, recording, reporting, to:

- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
- Mark and monitor students' project work and set targets for progress
- Assess and record students' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the student is achieving
- Prepare and present informative reports to parents

Pastoral duties, to:

- Be a Crew Leader and take responsibility to a Crew of young people
- Organise and run Crew Meetings
- Plan and evaluate the delivery of Crew sessions
- Support, guide and care for Crew members
- Liaises with external agencies that may be supporting a member of their Crew and attend meetings if necessary
- Form a positive relationship with all parents of Crew members and update them with information when required
- Contribute to whole school Crew sessions as required
- Ensure the safety and well-being of all young people at XP
- Follow our procedures and policies on safeguarding

Other professional requirements, to:

- Have a working knowledge of teachers' professional duties and legal abilities
- Operate at all times within the stated policies and practices of the school
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct
- Endeavour to give every child the opportunity to reach their potential and meet high expectations
- Contribute to the life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school
- Take responsibility of their own professional development and duties in relation to school policies and practices
- Liaise effectively with parents and governors as necessary
- In addition carry out other duties as reasonably required by the EP/HoS

Main Tasks:

The specific nature and balance of these responsibilities will vary according to the needs of the school and experience and expertise if the person(s) appointed and may be shared.

Class teacher responsibilities, to:

- Carry out duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document
- Carry out the duties of a general class teacher as detailed in the school's class teacher job description, including some provision for cover of absent teachers
- Be responsible for teaching across both key stages

The internal organisation, management and control of the school, to contribute to:

- Maintaining and developing the ethos, values and overall purposes of the school
- Formulating the aims and objectives of the school and policies for their implementation
- Contribute to planning improvement which will translate school aims and policies into actions
- Implementing the Local Authorities and Director's policies on equal opportunity issues for all staff and students in relation to sex, gender, race, disability and special needs
- The efficient organisation, management and supervision of school routines

Curriculum development, to contribute to:

- The development, organisation and implementation of the school's Expeditionary Learning curriculum, teaching and learning, assessment, recording and reporting
- Ensuring that the learning and teaching provided by different teaching teams from co-ordinated, coherent curriculum entitlement for individuals
- Ensuring that information on student progress is used to improve teaching and learning, to inform and motivate students, to inform parents, to provide necessary references for other educational institutions and employers and to aid Directors in their management of the school
- Ensuring that the individual student's continuity of learning and effective progression of achievement are provided

Pupil care, to contribute to:

- Development, organisation and implementation of the school's policy for the personal and social effective induction of students
- Determination of appropriate student groupings
- Promotion among students of standard and conduct/discipline and proper regard for authority and the encouragement of good behaviour
- Development of culture of independent and project based learning
- Handling of individual student disciplinary cases

The management of staff, to:

- Be responsible for the line management and performance management of specific staff, where appropriate
- Participate in the recruitment and development of teaching and non-teaching staff of the school

- Contribute to good management practice by ensuring positive staff participation, effective communication and procedures
- Participate in arrangements for the appraisal of the performance of teachers
- Provision of professional advice and support and the identification of training needs

Relationships, to:

- Be responsible for fostering positive relationships across the school community
- Advise and assist the Directors as required in the exercising of its functions including attending meetings and making reports
- Help in maintaining and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their children's educations and wellbeing
- Assist liaison with other educational establishments in order to promote the continuity of learning, progression and curriculum developments
- Develop and maintain positive links and relationships with the community, local organisations and employers

Strategic direction and development of the school, to:

- Help to formulate the aims and objective of the school and its policies
- Help embed the vision, values, ethos and ambitions of the school
- Keep up to date with and share knowledge of current issues in education
- Contribute to effective school self evaluation and improvement planning
- Work the leadership team to present an accurate and coherent account of the school's performance
- Lead priority areas of the school development plan
- Support the EP/HoS to effectively manage the deployment and performance of all staff, teams and students
- Coordinate and manage the continuing professional development of all staff
- Work with the EP/HoS on the organisation and day to day running of the school and on the efficient management of school resources, including the engagement of supply staff
- Attend main directors' and sub-committee meetings

Teaching and learning, to:

- Provide a consistently outstanding role model and play a major role in the development of high quality teaching and learning throughout the school
- Have a teaching commitment for groups, including cover for staff absence. (It is understood that the 'rarely cover' requirement is excluded from this particular post)
- Work with the EP/HoS to ensure the ongoing monitoring and regular evaluation of the quality of teaching and learning and the development of a broad and rich curriculum based on the development of high quality Project-based Learning
- To ensure creativity in the curriculum and promote curriculum enrichment
- Promote the effective management of student behaviour and safeguard the welfare of children and young persons

Curriculum leadership, to:

- Have an overview of the curriculum ensuring continuity and progression
- Lead on the provision for creativity, enquiry and problem solving in the XP's curriculum, whilst ensuring key learning skills and knowledge are planned
- Monitor and evaluate planning, quality of teaching and learning and student progress
- Coordinate the provision for Gifted and Talented, SEN, EAL and more able students

- Lead pastoral support for students ensuring wellbeing and safety

Assessment, recording and reporting, to:

- Lead on recording, analysing and reporting of assessment data
- Guide and advise the leadership team when setting statutory targets and integral targets for attainment
- Be responsible for the school's student progress tracking systems, keeping it up to date and advising the EP/HoS and other staff on students requiring intervention strategies
- Lead student progress meetings and oversee intervention programmes
- Ensure that parents and students are well informed about the curriculum, attainment and progress and are able to understand and contribute to targets for improvement.

Other duties, to:

- Implement policies and procedures to promote high standards of behaviour and positive attitudes for all children
- Share in the leading of collective worship
- Develop and maintain positive and effective relationships with parents and carers, Directors and other community partners
- Act as NQT induction tutor and coordinate student placements
- Carry out other duties commensurate with the post

Additional Information:

- These duties are neither exclusive nor exhaustive and you may be required to undertake other duties and responsibilities, without changing the general nature of the role, in order to meet the needs of the school.
- The role is subject to Pay and Conditions and to other locally agreed conditions of employment.
- Duties must be carried out in compliance with XP Trust's Equal Opportunities and Health and Safety at Work Act (1996) requirements.

The post holder must always comply with the **XP Trust Staff Code of Conduct** which includes the expectation to **read, understand and gain clarity around the professional documentation** within the XP Trust Staff User Guide and Staff Handbook Policies