



Job Description

Job-title:	Teacher
Location:	Cedars Park Primary School
Hours:	Monday – Friday, 08:40 – 15:10 directed time
Grading/Salary:	MPR
Accountable to:	Headteacher through Raising Standards Lead

Oxlip Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

PROFESSIONAL DUTIES

As a Main Pay Range Teacher, you are required to be competent in all elements of the Teacher Standards, to discharge the Teachers Responsibilities as set out in the Contractual Framework for Teachers of the School Teachers Pay and Conditions Document and to act in accordance with the Trust's ethos, policies and practices, under the direction of the Headteacher.

In line with the requirements of the School Teachers' Pay and Conditions Document (section 9), the post-holder is responsible for the education and welfare of designated classes (and a tutor group if appropriate), having due regard to the requirements of the National Curriculum, the school's aims, objectives and schemes of work and the policies of the School and Academy Trust. The post-holder shares the corporate responsibility for the welfare of all pupils.

All staff employed within Oxlip Learning Partnership are required to support the culture and ethos of Trust schools as directed by the Chief Executive Officer.

All staff, including the Class Teachers are expected to accept, abide by, and promote the professional expectations and procedures as outlined in the Trust and school Handbooks, and are expected to adhere to, and actively support, all Trust and school policies.

All staff must undergo a Disclosure and Barring Service check and Safeguarding Training.

CORE PURPOSE

- To make a positive contribution and support the ethos and culture of the school as defined by the Headteacher
- To facilitate high standards of learning attainment and achievement by providing quality teaching within a safe and stimulating environment

PRINCIPAL RESPONSIBILITIES AND TASKS

John Milton Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and school's safeguarding policies and procedures. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

Curriculum, Teaching and Learning

- To plan and teach the subjects, classes and groups allocated by the Key Stage / Subject Leader and Senior Line Manager
- To promote attainment and achievement at the highest level through effective teaching
- To provide high quality teaching by following curriculum / course outlines and schemes agreed by the subject team or Key Stage Leads
- To share in the development of schemes of work and resources within the subject area(s)
- To follow school and subject policies in relation to learning and teaching
- To maintain a safe, positive, tidy and stimulating environment for learning and teaching
- To support and implement policies and practices to promote positive student behaviour within the framework of *Behaviour for Learning* including maintaining good order and discipline
- To set and mark homework tasks in line with the agreed policy and schedule
- To assist in the identification of pupils with special needs and support the work of the SENCO and Teaching Assistants in writing and reviewing individual educational plans
- To contribute to the School Improvement and Development Plan through directed time meetings and the discussion and review of Year Group / Key Stage / Subject plans

Assessment

- To work to the targets set for allocated classes and pupils
- To maintain and monitor appropriate records of pupil progress and achievement including progress towards target levels/grades
- To ensure pupils are fully prepared for tests / examinations, including supporting intervention or revision programmes and activities
- To assist the Key Stage / Subject Leader in ensuring that the assessment policy is fully implemented and that progress checks and reports are completed to a high standard
- To set homework regularly and ensure it receives prompt attention and pupils receive quality feedback in line with the school Marking and Assessment Policy

Professional Development

- To participate in, and support, the arrangements for the appraisal and review of your own performance and, where appropriate, that of other teachers and support staff in accordance with the Trust's Appraisal Policy
- To take ownership of individual performance management, keeping a continuing professional development portfolio
- Participate in arrangements for your own further training and professional development and, where appropriate, that of other teachers and support staff including induction

Other

- To support managers in the effective operation of the subject area and the school as a whole
- To adopt a high profile in corridors and duty areas providing a positive and appropriate role model for pupils

- To undertake the role of form tutor in line with school expectations and the tutor handbook (including temporary arrangements)
- To supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do so. (You will only *rarely* be required to provide such cover in circumstances that are not foreseeable)
- To direct and supervise support staff assigned to you and, where appropriate, other teachers
- To deploy resources delegated to you in accordance with the Trust's Finance Policy
- To attend Parents' and Information Evening as required by the Headteacher within the directed time budget
- To implement all agreed Trust and school policies
- To promote the safety and well-being of pupils and inform the Subject Leader, Key Stage Leader, SLT member or Safeguarding designate of any concern which may affect Health & Safety of the school population
- Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and other visitors to the school or wider Trust
- Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust or School's business at all times
- Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times

NOTE:

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Chief Executive Officer. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.

All duties will be carried out within the Trusts recognised procedures or guidelines, and may include ad hoc duties, which require some initiative. You will make day-to-day decisions about your own workload, within a clear framework. There will be some need to interpret information or situations and to solve straightforward problems. There may be some need to use analytical, judgmental, creative and development skills. You may oversee the work of others. Problems will be referred to your line-manager, who will be available for direction and guidance.

Person Spec

	ESSENTIAL	DESIRABLE	Evidence for selection from:
QUALIFICATIONS	<ul style="list-style-type: none"> • Appropriate Degree • Qualified Teacher • English and Maths at GCSE or equivalent 	<ul style="list-style-type: none"> • Evidence of a range of supportive professional development. • Evidence of post-qualification development 	Application Form
EXPERIENCE	<ul style="list-style-type: none"> • At least one teaching practice in another school 	<ul style="list-style-type: none"> • Experience of working with pupils across the Key Stages for Primary / Secondary • Evidence of successful leadership of a project or initiative 	Application Form and Letter
CURRICULUM	<ul style="list-style-type: none"> • Understanding of current curriculum issues • Enthusiasm for the subject • Understanding of the importance of the inter-relationship between all areas of the curriculum • Ability to teach across Key Stages • Knowledge of ICT applications • Willingness to deliver the School's PSHE programme • Ability to contribute to extra-curricular activities 	<ul style="list-style-type: none"> • Evidence of clear ideas about the delivery of the curriculum to all abilities • Evidence of the production of learning resources • Knowledge of statutory requirements relating to relevant Key Stage curriculum (Primary) • Knowledge of the GCSE syllabus and appropriate 'A' level syllabus (Secondary) 	Application Form and Letter, Interview and Reference
MANAGEMENT	<ul style="list-style-type: none"> • Evidence of effective classroom management strategies • Evidence of being an effective member of a team • Ability to meet deadlines and achieve targets 	<ul style="list-style-type: none"> • Understanding of good classroom management techniques • Knowledge of Trust and school policies and procedures 	Application Form and Letter, Interview and Reference
PARENTS AND THE COMMUNITY	<ul style="list-style-type: none"> • Understanding the importance of the partnership between parents and the school 	<ul style="list-style-type: none"> • Evidence of involvement with Community groups and/or parents 	Application Form and Letter, Interview
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Ability to develop genuine, empathetic relationships with pupils and colleagues • Good communication skills • High level of commitment to the Trust and School • Ability to work in a team, follow instructions and be self-organising • Record of good attendance 		Application Form and Letter, Interview and Reference