# Job Description

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| **JOB DETAILS:** | | |  |
| **Job Title:** | | | Teacher - Temporary Maternity Contract |
| **Grade:** | | | National Main Salary Scales – Qualified Teachers |
| **Directly responsible to:** | | | Headteacher |
| **Directly responsible for:** | | | EYFS or KS1 class (To be confirmed) |
| **Hours of Duty:** | | | As per most recent Teachers Pay and Conditions document. |
| **Summary of Role:**  To be responsible for carrying out the professional duties set out in the Teachers’ Pay and Conditions Document as directed by the Headteacher within the context of the job description set out below. | | | |
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| **Main Duties and Responsibilities/Accountabilities:**  **Key Areas-**   * **Professional Attributes** * **Professional Knowledge and understanding** * **Achievement and diversity** * **Health and well being** * **Professional Skills** * **Assessing, Monitoring and giving feedback** * **Reviewing teaching and learning** * **The learning environment** * **Team working and collaboration** * **General areas** | | | |
| **Professional attributes** | | | |
|  | Have high expectations of children and 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. | | |
|  | Hold positive values and attitudes and adopt high standards of behaviour in their professional role. | | |
|  | Maintain an up-to-date knowledge and understanding of the professional duties of teachers and the statutory framework within which they work, and contribute to the development, implementation and evaluation of the policies and practice of their workplace, including those designed to promote equality of opportunity | | |
|  | Communicate effectively with children, young people and colleagues.  Communicate effectively with parents and carers, conveying timely and relevant information about attainment, objectives, progress and well-being.  Recognise that communication is a two-way process and encourage parents and carers to participate in discussions about the progress, development and well-being of children and young people. | | |
|  | Recognise and respect the contributions that colleagues, parents and carers can make to the development and well-being of children and young people, and to raising their levels of attainment. | | |
|  | Have a commitment to collaboration and co-operative working where appropriate. | | |
|  | Evaluate their performance and be committed to improving their practice through appropriate professional development. | | |
|  | Have a creative and constructively critical approach towards innovation; being prepared to adapt their practice where benefits and improvements are identified. | | |
|  | Act upon advice and feedback and be open to coaching and mentoring. | | |
| **Professional knowledge and understanding** | | | |
|  | | Have a good, up-to-date working knowledge and understanding of a range of teaching, learning and behaviour management strategies and know how to use and adapt them, including how to personalise learning to provide opportunities for all learners to achieve their potential. | |
|  | | Know the assessment requirements and arrangements for the curriculum / age range they teach, including those relating to public examinations and formal Assessments. | |
|  | | Know and use a range of approaches to assessment, including the importance of formative assessment. | |
|  | | Know and use local and national statistical information to evaluate the effectiveness of their teaching, to monitor the progress of those they teach and to raise levels of attainment. | |
|  | | Know how to use reports and other sources of external information related to assessment in order to provide learners with accurate and constructive feedback on their strengths, weaknesses, attainment, progress and areas for development, including action plans for improvement. | |
|  | | Have a secure knowledge and understanding of their subjects/curriculum areas and related pedagogy including: the contribution that their subjects/curriculum areas can make to cross-curricular learning; and recent relevant developments. | |
|  | | Know, understand and use the relevant statutory and non-statutory curricula and frameworks, including those provided through the National Strategies, for their subjects/curriculum areas and other relevant initiatives across the age and ability range they teach. | |
|  | | Know how to use skills in literacy, numeracy and ICT to support their teaching and wider professional activities. | |
| Achievement and Diversity | | | |
|  | | Understand how children and young people develop and how the progress, rate of development and well-being of learners are affected by a range of developmental, social, religious, ethnic, cultural and linguistic influences. | |
|  | | Know how to make effective personalised provision for those they teach, including those for whom English is an additional language or who have special educational needs or disabilities, and how to take practical account of diversity and promote equality and inclusion in their teaching. | |
|  | | Understand the roles of colleagues such as those having specific responsibilities for learners with special educational needs, disabilities and other individual learning needs, and the contributions they can make to the learning, development and well-being of children and young people. | |
|  | | Draw on the expertise of colleagues, such as those with responsibility for the safeguarding of children and young people and special educational needs and disabilities, and to refer to sources of information, advice and support from external agencies. | |
| Health and Well Being | | | |
|  | | Know the current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of children and young people. | |
|  | | Know the local arrangements concerning the safeguarding of children and young people. | |
|  | | Know how to identify potential child abuse or neglect and follow safeguarding procedures. | |
|  | | Know how to identify and support children and young people whose progress, development or well-being is affected by changes or difficulties in their personal circumstances, and when to refer them to colleagues for specialist support. | |
| **Professional Skills** | | | |
|  | | Plan for progression across the age and ability range they teach, designing effective learning sequences within lessons and across series of lessons informed by secure subject/curriculum knowledge. | |
|  | | Design opportunities for learners to develop their literacy, numeracy, ICT and thinking and learning skills appropriate within their phase and context. To follow the whole school agreed procedures for long, medium and short term planning, to plan series and sequences of lessons. | |
|  | | Plan, set and assess homework, other out-of-class assignments and coursework for examinations, where appropriate, to sustain learners’ progress and to extend and consolidate their learning. | |
|  | | Teach challenging, well-organised lessons and sequences of lessons across the age and ability range they teach in which they:  (a) use an appropriate range of teaching strategies and resources, including e-learning, which meet learners’ needs and take practical account of diversity and promote equality and inclusion.  (b) build on the prior knowledge and attainment of those they teach in order that learners meet learning objectives and make sustained progress.  (c) develop concepts and processes which enable learners to apply new knowledge, understanding and skills.  (d) adapt their language to suit the learners they teach, introducing new ideas and concepts clearly, and using explanations, questions, discussions and plenaries effectively.  (e) manage the learning of individuals, groups and whole classes effectively, modifying their teaching appropriately to suit the stage of the lesson and the needs of the learners. | |
|  | | Teach engaging and motivating lessons informed by well-grounded expectations of learners and designed to raise levels of attainment. | |
| Assessing, Monitoring and Giving Feedback | | | |
|  | | Make effective use of an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives and monitoring learners’ progress and levels of attainment. | |
|  | | Provide learners, colleagues, parents and carers with timely, accurate and constructive feedback on learners’ attainment, progress and areas for development. | |
|  | | Support and guide learners so that they can reflect on their learning, identify the progress they have made, set positive targets for improvement and become successful independent learners. | |
|  | | Use assessment as part of their teaching to diagnose learners’ needs, set realistic and challenging targets for improvement and plan future teaching. | |
| Reviewing Teaching and Learning | | | |
|  | | Review the effectiveness of their teaching and its impact on learners’ progress, attainment and well-being, refining their approaches where necessary. | |
|  | | Review the impact of the feedback provided to learners and guide learners on how to improve their attainment. | |
| **The Learning Environment** | | | |
|  | | (a) Establish a purposeful, safe, tidy and attractive learning environment which complies with current legal requirements, national policies and guidance on the safeguarding and well being of children and young people so that learners feel secure and sufficiently confident to make an active contribution to learning and to the school.  (b) Make use of the local arrangements concerning the safeguarding of children and young people. (c) Identify and use opportunities to personalise and extend learning through out-of-school contexts where possible making links between in-school learning and learning in out-of-school contexts. | |
|  | | (a) Manage learners’ behaviour constructively by establishing and maintaining a clear and positive framework for discipline, in line with the school’s behaviour policy.  (b) Use a range of behaviour management techniques and strategies, adapting them as necessary to promote the self-control and independence of learners. | |
|  | | Promote learners’ self-control, independence and cooperation through developing their social, emotional and behavioural skills. | |
| Team working and Collaboration | | | |
|  | | 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. | |
|  | | Ensure that colleagues working with them are appropriately involved in supporting learning and understand the roles they are expected to fulfil. | |
| General | | | |
|  | | To attend and participate positively in staff and other meetings as required, but within the guidance set by teachers pay and conditions. To cover playtime duties as per the agreed rota system. | |
|  | | To co-ordinate a subject or group of subjects across the whole school, reporting on standards of achievement, attainment and areas for development to senior school leaders. | |
|  | | To follow all whole school agreed policies and procedures, ensuring their own compliance, and encouraging others to do likewise. | |
|  | | To supervise pupils before, during and after school sessions as necessary, 15 mins before and 15 mins after, unless agreed otherwise. To attend assemblies and prepare and lead assemblies as required. | |

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| **Date Job Description prepared/revised:** | June 2020 |
| **Prepared by:** | Headteacher |
| **Agreed by Postholder** |  |
| **Date** |  |