



Job Description: Teacher

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| Role | Teacher |
| Job Purpose | To ensure effective teaching of all pupils, helping them to develop both inside and outside the classroom. Support the policies and aims of the school and ensure the good social, emotional and physical development of every child. |
| Accountable to: | Head of Year & Head of Junior School |
| Principal Responsibilities | <p>1. TEACHING</p> <ul style="list-style-type: none">• To provide a secure, happy and caring environment for all children in the class.• To plan, prepare and deliver appropriate educational experiences, which address individual needs through quality teaching and high expectations.• To ensure that educational needs of all pupils in your class are fully met and liaise with the SENCO where necessary to support children with special needs.• To ensure that all pupils make at least expected progress within an academic year.• To implement interventions and support measures to support children who are not on track to meet their end of Key Stage targets.• To take an active role in the development of all School Policies and Schemes of Work.• To maintain high standards of discipline and to ensure that all children are safe by following the Health and Safety Policy.• To work closely with classroom assistants offering support and guidance in the lesson objectives to ensure quality provision is given through understood goals.• To maintain an attractive, stimulating and well organised learning environment including displaying children's work effectively and directing support staff to assist with this.• To reflect systematically on the effectiveness of lessons and approaches to teaching.• To be responsible for the safeguarding and wellbeing of children by following school policy relating to safeguarding, health and safety and behaviour management.• To make a positive contribution to the wider school life and ethos of the school.• To develop effective, professional relationships with colleagues, knowing how and when to draw on advice and professional support.• To have proper and professional regard for the ethos, policies and practices of the school and maintain high standards in your own attendance and punctuality.• To act within the statutory frameworks which set out your professional duties and responsibilities. |



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| | <ul style="list-style-type: none">• Providing guidance and advice to pupils on educational and social matters and setting high standards of behaviour.• Communicating and consulting with the parents of pupils and attending Parents' Evenings.• Organising and accompanying pupils on trips away from the School.• Organising visiting groups, speakers and charity events. |
| | <p>2. ASSESSMENTS AND REPORTS</p> <ul style="list-style-type: none">• Providing/contributing oral and/or written assessments, reports and references relating to individual/groups of pupils.• To assess, monitor, record and report, on the progress and attainment of pupils. To administer school assessments thoroughly and to use the information to improve standards.• To follow the school's marking policy ensuring that children are given comprehensive feedback about the learning and how they can improve in future pieces of work.• To communicate and consult with parents/carers, through written and oral reports. To keep a record of discussions held. |
| | <p>3. PERFORMANCE MANAGEMENT</p> <ul style="list-style-type: none">• Participating in any arrangements that may be made for Teacher Performance Management. |
| | <p>4. FURTHER LEARNING AND DEVELOPMENT</p> <ul style="list-style-type: none">• Regularly reviewing your methods of teaching and programme of work.• Participating in arrangements for your professional development. |
| | <p>5. EDUCATIONAL METHODS</p> <ul style="list-style-type: none">• Advising and co-operating with the Headteacher and other Teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment of pastoral arrangements.• Being aware of developments in ICT and how they may be integrated into your subject/s.• To liaise effectively with professional agencies, e.g., Health visitor, speech therapist, educational psychologists. |
| | <p>6. STAFF MEETINGS</p> <ul style="list-style-type: none">• To attend staff meetings and Training Days in accordance with directed time allocations and to take responsibility for improving your own teaching practice.• Working with other members of staff as necessary at the end of the academic year to ensure a smooth transition for pupils and teaching staff into the next year, including liaising with Teachers and staff from other Schools within the Group.• |



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| | <p>7. PUBLIC EXAMINATIONS</p> <ul style="list-style-type: none">• Participating in arrangements for preparing pupils for and supervising them during public examinations and providing assessments. |
| | <p>8. ADMINISTRATION</p> <ul style="list-style-type: none">• Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the Teachers in the School and the ordering and allocation of equipment and materials.• Attending assemblies, registering the attendance of pupils and supervising them, whether these duties are to be performed before, during or after School sessions. |
| | <p>9. SUBJECT CO-ORDINATION</p> <p>In addition to the professional duties of a class teacher, the postholder will undertake the following duties in relation to subject co-ordination. All subjects are of equal importance.</p> <ul style="list-style-type: none">• Promote their own subject area within the whole school curriculum and keep its profile high with all staff;• Advise on the development of their subject in cross curricular projects eg: through teaching materials, teaching programmes, methods of teaching and assessment;• Provide the Headteacher with accurate and up-to-date information, based on termly monitoring, of standards and progress across the schools in their subject with particular attention to the end of Key Stages 1 and 2;• Monitor and evaluate the expectations and effectiveness of activities within their subject area and report to the Headteacher;• Monitor and evaluate year group subject content to ensure sufficient challenge for the children and report to the Headteacher;• Bid for resources so that teachers can effectively teach the content of the subject through creative curriculum;• Develop policy documents;• Report to the Head of School and the Senior Leadership Team on matters relating to the development of their subject as requested. |

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.



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Pay and Conditions

- All teachers at Akeley Wood are eligible to belong to the Teachers' Pension Scheme.
- The School is committed to staff development: there is an annual performance management scheme and regular opportunities for In-Service Training.
- We run an Induction Programme for all new staff.
- Excellent NQT mentoring programme provided to support newly qualified teachers.
- Staff receive a midday meal free of charge during term time.
- Reduction in school fees is available to full time staff; for part time staff the fee reduction is calculated pro rata.

Person Specification

| FACTOR | ESSENTIAL | DESIRABLE | ASCERTAINED BY |
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| QUALIFICATIONS | <ul style="list-style-type: none">▪ Qualified Teacher Status▪ Degree | <ul style="list-style-type: none">▪ Other relevant higher qualifications.▪ Other relevant qualifications / training e.g. First Aid | <ul style="list-style-type: none">▪ Application Form▪ Documentary Evidence |
| EXPERIENCE | <ul style="list-style-type: none">▪ Experience of working in an educational environment. | <ul style="list-style-type: none">▪ To have experience of teaching in KS2/KS1 or EYFS. | <ul style="list-style-type: none">▪ Application Form▪ References |



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| <p>KNOWLEDGE AND UNDERSTANDING</p> | <ul style="list-style-type: none"> ▪ To have a clear understanding of the National Curriculum and its application. ▪ A knowledge of strategies that enable the teacher to teach mixed ability pupils within the same class and provide work which is differentiated to cater for the entire ability range. ▪ To motivate and inspire pupils. ▪ An understanding of team work. ▪ To have a clear understanding of the legal requirements and the importance of Safeguarding, Health & Safety, equal opportunities and Data Protection. ▪ An understanding of Assessment for Learning and a willingness to use in day to day teaching. ▪ To understand the importance of good behaviour management to ensure effective teaching. | <ul style="list-style-type: none"> ▪ An understanding of lessons learnt from serious case reviews ▪ Understanding of SEND ▪ Use of individual target setting ▪ Knowledge of Read, Write, Inc system of phonics | <ul style="list-style-type: none"> ▪ References ▪ Interview ▪ Lesson observations |
| <p>COMMUNICATION</p> | <ul style="list-style-type: none"> ▪ The ability to communicate effectively in a verbal and written form to a range of audiences. ▪ Good ICT skills. | | <ul style="list-style-type: none"> ▪ Application Form ▪ Interview |
| <p>SKILLS AND APTITUDES</p> | <ul style="list-style-type: none"> ▪ The ability to teach a wide range of subjects across the primary age range. ▪ The ability to contribute to a specific curriculum area or areas. ▪ To be able to use effectively a variety of teaching and organisational styles and resources including ICT. ▪ Ability to prepare and plan effectively ▪ A willingness to work throughout the Junior School. ▪ To have the ability to develop and maintain good professional relationships and contribute positively to curriculum development. ▪ Ability to set high standards and provide a role model for staff and pupils. ▪ Ability to deal sensitively with people and resolve conflicts. ▪ Ability to work with and deploy staff and resources effectively. | | <ul style="list-style-type: none"> ▪ Application Form ▪ References ▪ Interview ▪ Specific Qualifications or experience ▪ Lesson observations |



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| | <ul style="list-style-type: none"> ▪ Ability to use data to raise standards. ▪ Commitment to “through school” approach to learning ▪ Commitment to teaching excellence | | |
| DISPOSITION | <ul style="list-style-type: none"> ▪ To be committed to raising the levels of achievement of children of all abilities. ▪ Able to work as part of a team. | | <ul style="list-style-type: none"> ▪ Application Form ▪ References ▪ Interview |
| PERSONAL QUALITIES | <ul style="list-style-type: none"> ▪ Passionate about Teaching and Learning. ▪ Displays warmth, care and sensitivity in dealing with children. ▪ Open minded, self-evaluative and adaptable to changing circumstances and new ideas. ▪ Able to enthuse and reflect upon experience. ▪ Willingness to be involved in the wider life of the school. ▪ Ability to prioritise. ▪ Good interpersonal/communication skills. ▪ When all the above fail, to maintain good sense of humour, a willingness to learn and the will to continue to strive for excellence. | | |
| SPECIAL REQUIREMENTS | <ul style="list-style-type: none"> ▪ Willingness to obtain an Enhanced DBS ▪ A good health and attendance record. ▪ A willingness to comply with all Cognita and Akeley Wood School policies and procedures. | | <ul style="list-style-type: none"> ▪ Documentary Evidence |