

## JOB DESCRIPTION

<b>POST TITLE:</b>	Teacher
<b>LOCATION/BASED:</b>	Jesmond Park Academy
<b>GRADE:</b>	Main Pay Range
<b>RESPONSIBLE TO:</b>	Head of RE, Citizenship and Personal Development
<b>CORE PURPOSE:</b>	To be accountable for educational progress of learners in a designated class by effective teaching and learning and contribute to the monitoring and development of a curriculum area

### MAIN DUTIES & KEY RESPONSIBILITIES

- 1 To carry out the professional duties of a Teacher as set out in the School Teachers' Pay and Conditions Document. Carry out teaching duties in accordance with the school's schemes of work and the National Curriculum.

#### Generic Responsibilities

- 2 Establish a purposeful and safe learning environment and manage learners' behaviour constructively by establishing and maintaining a clear and positive framework for discipline and a supportive culture in line with the school behaviour policy.
- 3 Contribute to the monitoring and development of a curriculum area to ensure suitable opportunities are provided for learner aspirations to be met.
- 4 Plan effectively in the short, medium- and long-term and prepare effective learning sequences, lessons and work across a series of lessons to ensure coverage of the curriculum and the differentiated needs of learners are met. Plan and prepare homework and other out of class work.
- 5 Be aware of and apply a range of teaching and learning strategies, including implementing inclusive practices, to ensure that the diverse needs of learners are met and excellence and enjoyment is achieved. Deliver lessons to groups of learners or classes. Demonstrate the positive values, attitudes and behaviour expected from learners.
- 6 Assess, record and report on the development and progress of learners and analyse

relevant data to promote the highest possible aspirations for learners and target expectations and actions to raise learners' achievements. Provide timely, accurate and constructively feedback on learners' attainment, progress and areas of development.

- 7 Demonstrate ongoing development and application of teaching practice, expertise and subject, specialism and/or phase knowledge to enrich the learning experience within and beyond the teacher's assigned classes or groups of learners.
- 8 Communicate effectively and work collaboratively within and beyond the classroom with support staff (including directing their day-to-day work), teachers, other professionals, parents, carers, agencies and communities, to enhance teaching and learning and promote the positive contribution and well-being of learners.
- 9 Contribute to the development and implementation of priorities, policies and activities in order to enable the achievement of whole school aims.
- 10 To work effectively with / be aware of and assist integrated processes, such as Common Assessment Framework and local opportunities which support ECM and NCYPP aims for children, young people and their families

## GENERAL RESPONSIBILITIES

1. To promote and safeguard the welfare of children and young people you come into contact with.
2. Demonstrate the vision and values of the Trust in everyday work and practice.
3. Maintain a positive view of change and be prepared to adapt the role as the Trust grows, matures and evolves.
4. To develop and maintain effective relationships with staff, pupils, parents, Trustees, local Governors, local businesses, and stakeholders.
5. Attend out of hours events as reasonably required.
6. Take responsibility for your own continuing professional development.
7. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
8. Carry out duties in line with the Trust's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
9. Promote and implement policies and practices that encourage mutual tolerance and respect for diversity in all aspects of employment and service delivery.

## OTHER

Version: V1  
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The above duties are not exhaustive and you may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to you by the Trust.

It's important that this document is kept up to date, so that everyone knows exactly what is expected of them and misunderstandings are avoided. This job description will be kept under review and may be amended via consultation with the individual and Trust as required.

## PERSON SPECIFICATION

POST TITLE: Teacher of English

SKILLS, KNOWLEDGE AND APTITUDES	ESSENTIAL	DESIRABLE
Able to design and teach effective lessons and learning activities across the relevant curriculum, age and ability ranges including personalising learning to meet individual needs.	✓	
A good knowledge and understanding of teaching English across KS3/4.	✓	
A good, up to date working knowledge and understanding of teaching, learning and behaviour management strategies.	✓	
Good written communication skills	✓	
Able to contribute to and support the development of the curriculum at KS 3 & 4.	✓	
Other interests / expertise that would benefit learners and the school.		✓
Knowledge of examination / testing requirements.		✓
QUALIFICATIONS AND TRAINING	ESSENTIAL	DESIRABLE
Qualified Teacher Status and with a relevant honours degree in the subject area and a relevant teaching qualification.	✓	
Evidence of relevant and on-going professional development and training (not applicable for an ECT)	✓	
EXPERIENCE	ESSENTIAL	DESIRABLE
Recent experience of teaching English	✓	
PERSONAL QUALITIES	ESSENTIAL	DESIRABLE
An understanding and ability to set realistic and challenging targets and be able to assess and review learners' progress.	✓	
Able to communicate effectively with children, young people, colleagues and parents/carers.	✓	
Able to engage and motivate learners in the school environment.	✓	
Have positive values, attitudes and have high expectations for learners.	✓	
Able to work collaboratively as member of a team and contribute to the professional development of colleagues, including the sharing effective practice.	✓	
Able to plan, organise and prioritise and manage time effectively.	✓	
Good verbal and interpersonal skills	✓	
Able to use ICT knowledge and skills in the learning environment.	✓	

Have positive values, attitudes and have high expectations for learners.	✓	
A commitment to child protection and safeguarding.	✓	
A willingness and ability to teach across the full secondary age range		✓
Willing and able to contribute to extra-curricular activities.		✓
Willing and able to contribute to whole school development initiatives.		✓
<b>SPECIAL REQUIREMENTS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Willing and able to travel to academies across the Trust and to flex working hours to attend and support meetings and events that are appropriate to the role.	✓	
Willingness to undertake further training (if necessary)	✓	
Satisfactory Enhanced DBS clearance with a Children's Barred List check.	✓	
Medical clearance.	✓	
Minimum of 2 references which are satisfactory to the Trust.	✓	
Evidence of qualification certificates.	✓	
Evidence of Right to work in the UK.	✓	
Full UK driving licence and access to a car during working hours.		✓

***The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. The Trust is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.***