

ACE Learning



Job Description and Person Specification

Post	Teacher
Date reviewed	
Employee Signature	
Line Manager Signature	

ACE Academy
JOB DESCRIPTION

Job description: Teacher

Reporting to: The Head of School

Grade: Teachers Main Pay Scale / Upper Pay Scale

Location: Furley Park Primary Academy

Line Manager/s: The head of school, members of the senior leadership team (SLT) and the Academy Executive Team

Supervisory Responsibility: The postholder may be responsible for the deployment and supervision of the work of teaching assistants relevant to their responsibilities

Main purpose of the job:

- Be responsible for the learning and achievement of all pupils in the class/es ensuring equality of opportunity for all
- Be responsible and accountable for achieving the highest possible standards in work and conduct
- Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils
- Act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current School Teachers Pay and Conditions Document and Teacher Standards
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

Duties and responsibilities

All teachers are required to carry out the duties of a schoolteacher as set out in the current School Teachers Pay and Conditions Document. Teachers should also have due regard to the Teacher Standards. Teachers' performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in the school.

Teaching

- Deliver the curriculum as relevant to the age and ability group/subject/s that you teach in line with the ACE Learning policies
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate
- Be accountable for the attainment, progress and outcomes of pupils' you teach
- Be aware of pupils' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these, demonstrating knowledge and understanding of how pupils learn
- Have a clear understanding of the needs of all pupils, including those with special educational needs; gifted and talented; EAL; disabilities; disadvantaged; and be able to use and evaluate distinctive teaching approaches to engage and support them
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English
- When teaching early reading, demonstrate a clear understanding of appropriate teaching strategies e.g. systematic synthetic phonics
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and attainment
- Make accurate and productive use of the ACE Learning assessment system to secure pupils' progress

- Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study
- Use relevant data to monitor progress, set targets, and plan subsequent lessons
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate
- Participate in arrangements for internal and statutory assessments

Behaviour and Safety

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
- Have high expectations of behaviour, promoting self-control and independence of all learners
- Carry out playground and other duties as directed and within the remit of the current School Teachers' Pay and Conditions Document
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

Team working and collaboration

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Contribute to the professional development of other teachers and support staff including the induction and assessment of new teachers and teachers serving induction periods
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the academy
- Cover for absent colleagues within the remit of the current School Teachers' Pay and Conditions document

Fulfil wider professional responsibilities

- Work collaboratively with others to develop effective professional relationships
- Deploy support staff effectively as appropriate
- Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate
- Communicate and co-operate with relevant external bodies
- Make a positive contribution to the wider life and ethos of the school

Administration

- Register the attendance of and supervise learners, before, during or after school sessions as appropriate
- Participate in and carry out any administrative and organisational tasks within the remit of the current School Teachers' Pay and Conditions Document

Professional development

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and wellbeing, refining your approaches where necessary responding to advice and feedback from colleagues
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal
- Proactively participate with arrangements made in accordance with the Appraisal Regulations 2012

Other

- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the headteacher

The expectations of ACE Learning are that all teachers will work to the professional duties set out in the School Teachers' Pay and Conditions Document and the National Standards.

Confidentiality

It is expected that all ACE employees ensure confidentiality is maintained in line with agreed policies and protocols.

Safeguarding

All ACE employees are expected to comply with Trust policies and procedures relating to safeguarding and undertake annual refresher training.

Trust Policies

It is the expectation of all ACE employees that they familiarise themselves with all academy policies and any updates.

Professional Development

The postholder will engage in relevant professional development to maintain an up-to-date knowledge of current issues and developments.

Health and Safety

Health and safety is the responsibility of all employees therefore the postholder is expected to have a good working knowledge of policies and procedures and take effective actions to maintain safe working practices.

This job description is not prescriptive, nor necessarily a comprehensive definition of the post. As such, it may be subject to amendment, after consultation, to meet the changing needs of the Academy. The postholder will also be expected to undertake such other reasonable duties as requested from time to time by their line manager or executive/senior leadership team.

Class Teacher – Person Specification		
Attributes	Essential	Desirable
Qualifications	• Graduate • Qualified Teacher Status recognised by Department of Education • Be trained in or have experience teaching the National Curriculum / Foundation Stage Curriculum	• Good honours degree
Previous experience	• Successful teaching experience / training across the ability range	• Experience in teaching in a creative / cross curricular style
Professional competence	• Ability to plan, prepare and deliver effective teaching and learning • Ability to use ICT for planning and assessment • Ability to utilise ICT to support learning in the classroom • Ability to use a range of teaching strategies • Ability to demonstrate skills in behaviour management • Strong subject knowledge • High expectations of students • Ability to promote the general progress and well-being of the individual pupils • High personal standards • A commitment to sustaining up to date professional knowledge.	• Flexibility • Knowledge and skills in particular curriculum areas.
Personal qualities	• To be energetic, enthusiastic and hard working • Good interpersonal skills • Good health • Ability to work well in a team • A willingness to engage in all aspects of school life	• Strong commitment to education beyond the classroom • Sense of humour • A willingness to run a range of extra-curricular activities