



## Hugh Sexey Church of England Middle School Job Description

<b>Post Title:</b>	<b>KS2 Teacher</b>
<b>Name:</b>	
<b>Job Purpose:</b>	<p>To contribute to the school being an acknowledged centre of excellence of teaching and learning by:</p> <ul style="list-style-type: none"> <li>• Delivering the curriculum and securing excellent outcomes for pupils</li> <li>• Act within the statutory frameworks, which sets out professional duties and responsibilities in accordance with the School Teacher Professional Standards</li> <li>• Supporting the Head of Faculty to ensure the development and success of the curriculum</li> <li>• Acting as an effective member of the school teaching staff, carrying out the assigned teaching duties and the assigned responsibilities <ul style="list-style-type: none"> <li>○ keep up to date of relevant curriculum developments</li> <li>○ keep effective records up-to-date.</li> </ul> </li> <li>• Acting as a responsible member of the school staff with regard to School &amp; Trust policies, programmes and premises</li> <li>• Undertaking pastoral and administrative duties in respect of pupils in the tutor group</li> </ul> <p>Tutor Information – Tutors are required carry out the duties and responsibilities included in the Tutor role, under the direction of the school Pastoral Lead.</p>
<b>Responsible to:</b>	Head of Year /SLT Line Manager
<b>Responsible for:</b>	<p>Delivering the curriculum and securing excellent outcomes for pupils. There are 5 aspects which enable the key purpose to be achieved:</p> <ul style="list-style-type: none"> <li>• Planning, understanding and expectations</li> <li>• Managing pupil learning</li> <li>• Progress, evaluation and assessment</li> <li>• Relationships – pupils, staff, parents, community</li> <li>• Managing performance and development</li> </ul> <p><b>Planning, understanding and expectations</b> To ensure</p> <ul style="list-style-type: none"> <li>• A secure knowledge and understanding of specialist subject, relevant aspects of the National Curriculum and other statutory requirements</li> <li>• Clear learning objectives, content, lesson structure and sequences appropriate to the subject matter and the pupils are established</li> <li>• The setting of appropriate and demanding expectations and targets for pupils’ learning and motivation</li> <li>• The awareness of pupils who have special educational needs and/or Pupil Premium status and to ensure via School systems that these pupils get positive and targeted support.</li> </ul> <p><b>Managing Pupil Learning</b> To ensure</p>



- Effective teaching of pupils so that learning objectives are met, momentum and challenge are maintained and the best use is made of teaching time
- High expectations for pupils, behaviour and the establishment and maintenance of good standard of discipline through well focused teaching and through positive and productive relationships
- Teaching methods are used that keep pupils engaged
- Good use is made of textbooks, ICT and other learning resources which enable learning objectives to be met
- Health and safety regulations are observed and safe working practices followed

#### **Progress, Evaluation and Assessment**

To ensure

- Assessment of how well learning objectives have been achieved is carried out and that this assessment is used to enhance further teaching
- Marking and monitoring of classwork and homework provides constructive oral and written feedback setting targets for pupils' progress
- An understanding of the demands expected of pupils in relation to the National Curriculum relevant Key Stage
- Progress towards pupil targets is secured

#### **Relationships with Staff, Parents and Community**

To ensure

- Accurate and informative reports are prepared for presentation to parents
- That there is a recognition that learning takes place outside a school context, and opportunities are provided to develop pupils' understanding by relating to real and work-related examples
- Effective working relationships are established with professional colleagues within our "one staff" ethos
- Participation in the development of schemes of work, materials and syllabuses of the department and attendance at subject team meetings

#### **Managing Performance and Development**

To ensure

- Responsibility is taken by individuals for their own professional development
- A good example is set to pupils by the way individuals present themselves and by their personal conduct
- Self-evaluation of teaching takes place and is used to improve its effectiveness

#### **In addition, staff must ensure**

- They carry out the supervision of pupils as detailed by SLT
- They participate as required in meetings with colleagues and parents in respect of the duties of the post
- They accept a specific responsibility within the department team, House or staff as determined by mutual agreement including taking responsibility for an extra curriculum area of the department
- They carry out the duties of a tutor, to include: the maintenance of discipline and acceptable standards of conduct and appearance of pupils; the establishment of rapport with pupils to develop their social and academic potential and be a main source of reference and support for their problems; the timely accurate marking of attendance registers, ensuring absences and lates are accounted for and taking



	<p>appropriate action where they are not; the compilation of reports, profiles and references on pupils as required</p> <ul style="list-style-type: none"> <li>• The monitoring of homework of pupils, the teaching of tutor periods, escorting the tutor to assemblies and attending tutor meetings arranged by the Pastoral Lead</li> <li>• Support the Head of Faculty in establishing/maintaining high standards of behaviour in classes using the School's Behaviour and Rewards policies</li> </ul>
<b>Liaising with:</b>	Head Teacher, Deputy Head Teacher, Assistant Head Teachers, Head of Faculty, Teaching and Support Staff, Trust Staff, Parents, Governors, Trustees, and outside Agencies where appropriate
<b>Hours of Work:</b>	<b>Full Time</b>
<b>Grade and Range of Post:</b>	<b>TMS/UPS Dependant on experience</b>
<b>Disclosure Level:</b>	This post is subject to an enhanced DBS disclosure.
<b>Operational Planning:</b>	<ul style="list-style-type: none"> <li>• To ensure that the core focus in the school is Learning</li> <li>• To support the Department in developing appropriate, rich, teaching, and learning strategies</li> <li>• To work with colleagues to formulate aims, objectives and strategic plans which have coherence and relevance to the needs of the pupils and to the aims, objectives and strategic plans of the school</li> <li>• To liaise with the SENDCo to extend the curriculum for all pupils</li> </ul>
<b>Curriculum Development:</b>	<ul style="list-style-type: none"> <li>• To support curriculum development of the department</li> <li>• To set, monitor and support the delivery of targets for use and application within the department</li> <li>• To keep up to date with national developments within pedagogy and teaching practice and methodology</li> <li>• To monitor and respond to curriculum development and initiatives at national, regional and local levels</li> </ul>
<b>Staff Development:</b>	<ul style="list-style-type: none"> <li>• To work with all staff to create innovative resources that reflects our desire to be an acknowledged centre of excellence</li> <li>• To participate in the induction process for ECT teaching posts and to ensure effective induction of new staff in line with School procedures</li> <li>• To promote teamwork and to motivate staff with a 'can-do' philosophy to ensure effective working relations</li> </ul>
<b>Communications:</b>	<ul style="list-style-type: none"> <li>• Effectively communicate with parents and ensure that families are supported as active participants in their child's education, through parent's evenings, transition events and celebration events.</li> <li>• Effectively articulate to all stakeholders and in a variety of ways, the vision which underpins all aspects of the school's provision and support.</li> <li>• To attend all meetings required in the role and communicate the school's vision effectively to all audiences.</li> </ul>



<b>Marketing and Liaison:</b>	<ul style="list-style-type: none"> <li>• Develop, nurture and maintain a positive image of the school and trust.</li> <li>• Attend all functions and meetings necessary to support the delivery of the role, ensuring the values of the school and trust.</li> <li>• Actively promote the service of the WLT.</li> </ul>
<b>Management of Resources:</b>	Responsibility for the safe use and safe keeping of Trust resources.
<b>Corporate Responsibility:</b>	To abide by and implement all policies and procedures of the WLT, including being aware of and responsible corporately and as an individual for Health and Safety policies and procedures.
<b>Other Specific Responsibilities:</b>	<ul style="list-style-type: none"> <li>• To contribute to the overall ethos, work and aims of the School and the School Trust.</li> <li>• To carry out all duties in the most effective, efficient and economic manner.</li> <li>• To continue personal development in the relevant area.</li> <li>• Participate fully with arrangements made in accordance with the Performance Management Policy.</li> <li>• Perform any other reasonable duties as requested by the Principal.</li> </ul>
<b>Safeguarding:</b>	The School and Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.
<b>General Statement:</b>	This job description is current at the date shown, but in consultation with you may be changed to reflect or anticipate changes in the job, commensurate with the grade and job title.

**Health & Safety**

You are required to be aware of and comply with the school’s Health and Safety policy at all times and act proactively in matters relating to health and safety. To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role.

**Confidentiality**

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Hugh Sexey Church of England Middle School or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

**Data Protection**

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of GDPR.

**Safeguarding Children**

In accordance with the school’s commitment to follow and adhere to the Department for Education guidance entitled "Keeping Children Safe in Education" (September 2018) and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. You are required to have satisfactory Enhanced DBS clearance.

**In Addition**

Whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified. Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar nature that is not specified in this job description.

- Ensure that the aims, priorities and policies of the school and Trust are adhered to
- Act as a positive representative and advocate of the school and Trust in all circumstances and at all times

The Wessex Learning Trust is committed to safeguarding and promoting the welfare of children and young people and all staff working with these groups are expected to share a commitment to this. You will be expected to report any concerns relating to the safeguarding of children and/or young people in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children or young people gives cause for concern, the Trust agreed child protection procedures will be followed alongside implementation of the Academy disciplinary procedures.

Signed by post holder .....

Dated .....

Signed by Headteacher .....

Dated .....



## Hugh Sexey Church of England Middle School Person Specification

JOB TITLE	GRADE
KS2 Teacher	TMS/UPS

**NOTE TO APPLICANTS:**

Whilst all points on the specification are important, those marked 'E' are the key requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited to interview.

	Necessary requirements	Essential or Desirable?
<b>Qualifications &amp; Experience</b>	Qualified teacher status	<b>E</b>
	Degree	<b>E</b>
	Successful teaching experience in KS2	<b>E</b>
<b>Abilities, skills and knowledge</b>	Knowledge of National Curriculum	<b>E</b>
	Knowledge of effective teaching and learning strategies	<b>E</b>
	Ability to adapt teaching to meet pupils' needs	<b>E</b>
	A good understanding of how children learn	<b>E</b>
<b>Personal Qualities</b>	A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	<b>E</b>
	Ability to motivate and enthuse pupils, including disaffected and reluctant learners and to evaluate standards of teaching and learning	<b>D</b>
	High expectations for children's attainment and progress	<b>E</b>
	Ability to work under pressure and prioritise effectively	<b>D</b>
	Ability to work co-operatively with a range of different people and flexibility to respond to a range of situations.	<b>D</b>
<b>Other factors</b>	Good ICT skills, particularly using ICT to support learning	<b>D</b>
	Good written and oral communication skills	<b>D</b>
	Knowledge of guidance and requirements around safeguarding children	<b>E</b>
	Commitment to maintaining confidentiality at all times	<b>E</b>
	In possession of a good attendance record and punctual	<b>E</b>
	Commitment to safeguarding and equality	<b>E</b>
	Proven commitment to own professional development	<b>E</b>