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| **HOYAND COMMON ACADEMY TRUST**  **TEACHER JOB DESCRIPTION** | |  |
| Introduction:  * This job description outlines, within the terms of your conditions of employment, the range of professional duties that are attached to your post. It is not a comprehensive definition of these duties. These will be negotiated with the Headteacher on appointment. * Your terms and conditions of employment are referred to in the statement of particulars provided to you at the time of your appointment. * You will be required to perform duties described in the School Teacher’s Pay and Conditions Document. * You will be available for work for the number of days and the hours of duty, which conform to the statuary requirements of current legislation. * This job description may be reviewed annually, and it may be amended at any time during the year after consultation with you. | | |
| **General Duties:**   * The education and welfare of a designated class or groups of children. * To lead the Learning & Teaching within the classroom in accordance with the Ward Green Learning and Teaching policy and in pursuit of the highest standards of pupil achievement. * To ensure that the requirements of the National Curriculum, the school aims and vision and all policies are complied with. * To share responsibility for the well-being and behaviour of all pupils. * To acknowledge that good, or above standards of learning and teaching will ensure all pupils make better than excellent progress. | | |
| **Knowledge and Understanding:**   * Understand how pupils’ learning is affected by their physical, intellectual, emotional and social development * Select and make good use of a range of resources including ICT. * Be familiar with the school’s current systems and structures including Child Protection Procedures. * Understand how summative and formative data can be used to set clear targets for achievement.  Monitoring and Assessment  * Assess and record each pupil’s, groups of pupils and cohort progress systematically with reference to the schools current practice, including the social progress of each child and use the results to inform planning. * Mark and monitor providing constructive feedback and setting targets for future progress. * Share information on progress with children and parents and carers. | | |
| Planning, Teaching and Class Management  * Consistently and effectively plan lessons and sequences of lessons to meet pupils differentiated needs, ensuring children are motivated and challenged. * To continually assess pupil’s learning to inform planning to provide challenging targets which are regularly reported to parents and SLT. * Ensure effective teaching of whole classes, groups and individuals. * Consistently and effectively use a range of appropriate strategies for teaching and classroom management ensuring high expectations of attainment and behaviour. * To use the professional development review to reflect and evaluate practice and as a tool to improve effectiveness. * Be familiar with the SEN Code of Practice. | | |
| **Other Professional Requirements**   * To implement national strategic and agreed school initiatives. * To contribute to and support school improvement. * To maintain a learning environment that encourages independence. * To maintain and update a portfolio to include record of professional development reviews, personal lesson observations, achievements, training received. * To take responsibility for leadership & development of curriculum areas where applicable. * To work with Inclusion Co-ordinator to maintain, update and review the provision for vulnerable pupils.  To contribute fully to the life of the school community.  * Establish and maintain effective working relationships with colleagues and parents. * Participate in meetings with colleagues and parents. * Take responsibility for your own professional development. | | |
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| **Date: September 2020** | | |
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This job description may be updated as necessary in consultation with the member of staff and Head Teacher.