



## **Teacher - Carew Academy**

### **Job Description**

#### **General responsibilities**

- (1) The education and welfare of designated classes or groups of pupils in accordance with the requirements of Conditions of Employment of School Teachers, having due regard to the Academy's aims, objectives and schemes of work, and policies.
- (2) To share in the corporate responsibility for the wellbeing and pastoral care of all pupils.
- (3) To carry out any reasonable instructions given by the Principal or Senior Leadership Team.

#### **Specific Duties**

##### **1) Management of Learning, Teaching and Resources**

- a. Have clear intentions for children's learning and to use knowledge of school policy and National Curriculum requirements to plan differentiated work to meet the needs of individuals and groups promoting progression, continuity and quality of learning.
- b. Use a variety of suitable teaching and learning styles and to communicate clear learning objectives and expectations.
- c. Use relevant classroom management strategies to ensure that a purposeful environment for teaching and learning can take place.
- d. Organise and maintain a stimulating working environment appropriate for the range of activities taking place.
- e. Ensure that resources are organised and readily available to promote learning.

##### **2) Management of People and Pupils**

- a. Support positive behaviour taking into account the personal, social and emotional needs of pupils.
- b. Establish and maintain a positive regard towards both pupils and staff, promoting equality and diversity.
- c. Work as a member of a team, planning co-operatively, sharing information, ideas and expertise.
- d. Consult and plan with multi-agency colleagues, as appropriate.
- e. Act as a form tutor and establish good relationships with families to promote pupils' learning and development.

### **3) Evaluation and Quality**

- a. For general class teachers, consistently and accurately assess pupils' progress and achievement, especially in English, maths and science.
- b. For subject specific teachers, consistently and accurately assess pupils' progress and achievement in the relevant subject.
- c. Monitor and assess pupils' work and use assessment data effectively to inform planning and identify individual needs. Use these assessments to set appropriate targets.
- d. Keep effective and in-depth records of pupil progress and report overall achievement in line with school policy and statutory requirements
- e. Write the report for Annual Review and provide high quality evidence to present at review.
- f. Gather evidence of work for the purposes of moderation.

### **4) Management and administration**

- a. Attend and lead assemblies as required.
- b. Register pupils at the beginning of the morning and afternoon sessions.
- c. Supervise pupils according to agreed rotas.
- d. Attend weekly staff meetings.

### **5) Professional development**

- a. Attend school based in-service training.
- b. Deliver in-service training to colleagues as appropriate.
- c. Take an active part in identifying and working on one's own professional development needs.

### **6) Whole-school responsibilities**

- a. To contribute to the school improvement planning and school self-evaluation process as appropriate
- b. To be an active member of a faculty/departmental team
- c. Participate in the Appraisal process agreed in the Academy, in line with national guidelines.
- d. To comply with all Academy policies and procedures.
- e. To play a full and active part in the life of the school.

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### **General notes**

- (1) Job descriptions are to be reviewed annually.
- (2) The responsibilities listed above are the basic essentials of the post; it is always open to the post-holder to propose ways of extending these responsibilities.
- (3) Carew Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## Teacher - Carew Academy

### Person Specification

Please state how you meet the following selection criteria. Candidates will be short listed entirely on the basis of the extent to which they meet the criteria in their application form. Please ensure that you address every aspect. All elements are essential unless otherwise stated. Where 'desirable' is stated, only comment if you have the appropriate skills or experience. Desirable criteria may be gained after employment with the academy. Please ensure that your supporting statement is **no more than two sides of typed A4, Arial size 12.**

AREA	REQUIREMENTS
<b>Qualifications</b>	<ol style="list-style-type: none"> <li>1) Qualified Teacher Status (or QTS anticipated).</li> <li>2) A good degree, 2.1 or above.</li> </ol>
<b>Teaching Experience</b>	<ol style="list-style-type: none"> <li>3) Recent successful experience of working with and/or teaching pupils with special educational needs within any school setting.</li> </ol>
<b>Professional Skills</b>	<ol style="list-style-type: none"> <li>4) Proven ability to demonstrate excellent classroom practice.</li> <li>5) Proven ability in working successfully as part of a staff team</li> <li>6) Evidence of knowing how to evaluate one's own strengths and weaknesses.</li> <li>7) Evidence of effective partnership working with parents and carers.               <ul style="list-style-type: none"> <li>▪ Evidence of successful multi-agency working (<b>Desirable</b>).</li> </ul> </li> </ol>
<b>Knowledge</b>	<ol style="list-style-type: none"> <li>8) Knowledge and experience of current good practice and curriculum developments in special <b>and</b> mainstream education provision.</li> <li>9) Knowledge of how to develop appropriate schemes of work to support student progress.</li> <li>10) Knowledge of child development.</li> <li>11) More extensive knowledge of and/or interest in at least one curriculum area.</li> <li>12) Firm commitment to one's own continuing professional development.               <ul style="list-style-type: none"> <li>• Knowledge of successful practice in teaching pupils on the autistic spectrum (<b>Desirable</b>).</li> </ul> </li> </ol>
<b>Personal Skills</b>	<p>Proven ability to:</p> <ol style="list-style-type: none"> <li>13) Generate enthusiasm for new ideas in both pupils and staff, and inspire others with confidence.</li> <li>14) Communicate effectively to groups and individuals, both orally and in writing.</li> <li>15) Demonstrate a flexible approach to a variety of issues and a willingness to actively listen to others.</li> <li>16) Analyse situations, to prioritise and to help to implement realistic solutions.</li> <li>17) Provide advice and guidance to parents in a positive and clear manner.</li> <li>18) Remain calm when working under pressure.</li> </ol>
<b>Philosophy</b>	<ol style="list-style-type: none"> <li>19) Commitment to the provision of high quality education and pastoral care for all pupils.</li> <li>20) Expectation of high pupil achievement.</li> <li>21) Commitment to the safeguarding of children and young people.</li> <li>22) Evidence of understanding and commitment to equality of opportunity and respect for pupils' individual differences.</li> <li>23) Commitment to family partnership in education and developing links between school, home and the community.</li> </ol>