**Job Title: Qualified Teacher**

**Job Purpose:**

To provide the highest quality of education, care and preparation for life for all students in the school.

* To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students with support from teaching staff
* To monitor and support the overall progress and development of students
* To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential
* To contribute to raising standards of student attainment and behaviour
* To share and support the school’s responsibility to provide and monitor opportunities for personal and academic growth

# Key Responsibilities:

**Duties & Responsibilities:**

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the duties listed below are in no order of priority and are not exhaustive. The job description or the duties therein may vary or be amended from time to time without changing either the level of responsibility or the financial remuneration associated with this post.

# Main Responsibilities as a Subject Teacher

* To participate with the SMT and other colleagues in the development of appropriate syllabuses, materials, schemes of work and lesson plans, which should engage, stimulate and challenge students of all abilities, and should cater for all learning styles. This may include taking responsibility for particular courses
* To ensure that all lessons are planned, prepared and delivered with clear differentiation to cater for students of all abilities and backgrounds whilst ensuring individual student progress
* To share in the preparation and delivery of SMSC elements in all lessons across the curriculum
* Employ a variety of interactive teaching methods appropriate to the age and ability of each individual student to promote a love of learning and children’s intellectual curiosity
* Impart knowledge and develop understanding through effective use of lesson time
* To maintain an up to date knowledge of the subject, and utilise a range of teaching methods in line with currently acknowledged best practice
* Demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever the teacher’s specialist subject
* Reflect systematically on the effectiveness of lessons and approaches to teaching
* To take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues
* Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired on a regular basis according to the academy homework policy
* To use directed time to actively contribute to the wider life of the school by organising and running appropriate extra-curricular activities
* To fully incorporate the teaching of skills including literacy, mathematics and communication into subject delivery.

# Management and assessment

* Know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements
* To take responsibility for particular aspects of the subject(s) in consultation with the Head
* Use relevant data to monitor progress, set targets and plan subsequent lessons
* Be accountable for students’ attainment, progress and outcomes
* Know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements
* To keep appropriate records and to complete assessments and profiles of students as required by whole-school policy
* To maintain the allocated teaching areas to ensure that they are conducive to a stimulating and exciting learning experience
* To monitor and control the use and storage of teaching materials, books and equipment
* To supervise the use and care of the School fabric and equipment by the students and to ensure their adherence to relevant health and safety regulation

# Communications and Meetings

* Communicate effectively with parents with regard to pupils’ achievements and well-being
* Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
* To alert Head and SMT and other staff to problems arising with individual students in accordance with whole-school policies
* To participate actively in meetings with colleagues and parents
* To attend INSET, SMT, tutor/teacher days and working parties related to new initiatives in teaching and learning.

# Finance

* To be informed about the financial basis of the operation of the school and to assist in seeking ways of deploying resources to the maximum benefit of the students
* To ensure that equipment, books and premises are maintained in accordance with school policies.

### **General Duties**

* To adhere to the policies and procedures of the School
* To share in the corporate responsibility for the development and well-being of all students
* To share in the corporate responsibility for the development of E Learning, the innovative use of ICT and school activities as laid out in the handbook
* Make a positive contribution to the wider life and ethos of the school
* Demonstrate consistently the positive attitudes, values and behaviour which are expected within the school community based on mutual respect between students and staff
* To take a pro-active part in the school’s performance management system, both as a reviewer and reviewee, with the ultimate aim of improving standards of teaching and learning in the school
* To take reasonable care of one’s own health and safety and that of others and inform the Facilities Manager of any concerns with regard to health and safety.

### **ETHOS**

* Promoting the ethos of the School, as expressed in the mission and vision statements, is a shared responsibility to which teaching staff make a significant contribution.

# Standard responsibilities:

There are a number of standard duties and responsibilities that all employees, irrespective of their role and level of seniority within OFG Group are expected to be familiar with and adhere to;

* Participates in an annual performance review programme
* Works, at all times, in accordance with the policies and procedures of the OFG Group and statutory regulations applicable to the Group.
* Observes, at all times, strict rules of confidentiality appropriate to the post.
* To comply at all times with the requirements of Health and Safety Regulations to ensure their own wellbeing and that of their colleagues.
* OFG Group is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all employees to work in accordance with this.
* Undertakes other duties as assigned.

**Experience, Skills & Qualifications:**

***Essential***

* PGCE/Degree in Education
* Successful instruction of pupils with EBD/ASD/SLD/MLD - preferred
* Experience of working with children having SEN - preferred
* Evidence of ability to lead a group
* ICT Literate
* Evidence of having influenced the quality of learning, in present establishment
* Skilled in conflict resolution / counselling
* Understanding and knowledge of approaches to a variety of positive behaviour management.
* Empathy with children / parents who are experiencing difficulties.
* Flexible approach to people and situations
* Willingness to work in close partnership with staff, parents and other professionals.
* Commitment to the school, pupils and parents
* Commitment to the school’s Equality Policy and a willingness to promote the ethos of the school

***Desirable***

* Qualifications linked to working with children with SEN
* Evidence of further training in SEN
* Evidence of developing courses
* Experience of OFSTED process
* Successful OFSTED / observational experience
* Contribute to the writing and implementation of IEP’s and PBS Plans
* Ability to drive and have the use of a vehicle
* A keenness for further professional development
* Interests other than education
* Ability to contribute to extra-curricular activities

**This job description is subject to amendment as required for each specific post advertised by the school.**

**Job Holder’ signature**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signed on behalf of Outcomes First Group**

Name: : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_