

# Job Description

Establishment: Outwood Academy

Location: Ripon

Post Title: Teacher

Grade: MPS/UPS

Reporting to: Head of Department/Faculty

## Overall purpose of the post:

- Undertaking all duties outlined for a Classroom Teacher in School Teachers' Pay and Conditions Document and Teaching Standards
- Carrying out the professional duties of a teacher as circumstances may require and in accordance with School policies, under the direction of the Principal.
- Promoting the achievement of high standards through effective teaching and learning within subjects area(s), preparation, evaluation and action planning.
- Modelling the vision and values of the School;
- Being part of the team driving the development of the School to become an 'outstanding' school.
- Receiving and acting on feedback to build on the strengths and improve personal performance within the School systems.
- Contributing, where appropriate, to implementing policies and practice and to promoting collective responsibility for their implementation.
- Taking into account and constantly reviewing School contextual factors and prior attainment when planning and teaching lessons.
- Working in a cross-curricular way to support subjects across the School in the use of active learning approaches to enrich curriculum and skills delivery.
- Recognising, promoting and celebrating diversity.

## Responsible for:

- Supervision and progress of students in allocated classes.
- Supervision of work of any classroom support staff during times they are allocated to classes.

## Disclosure level:

Enhanced: The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job. YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE DISCLOSURE FORM. We support safe recruitment and therefore, if successful, you will also be required to apply for an Enhanced Criminal Records Check from the Criminal Records Bureau.

<p><b>Develop and sustain DEEP LEADERSHIP across the School through:</b></p>	<ul style="list-style-type: none"> <li>• Be accountable for student progression for allocated classes.</li> <li>• Be responsible for effective classroom management.</li> <li>• Co-ordinate class work with any classroom assistant support.</li> <li>• Develop and sustain knowledge of current educational practices and be responsible for own continuing professional development.</li> <li>• Evaluate lessons, incorporating students' views and responses in order to reflect and act on strengths and areas for development.</li> <li>• Contribute to the self evaluation systems in the School.</li> <li>• Develop policies for departmental handbooks.</li> <li>• Aide in co-ordinating events and experiences which support the School to raise standards.</li> </ul>
<p><b>Develop and sustain DEEP LEARNING across the School through:</b></p>	<ul style="list-style-type: none"> <li>• Work to student targets and ensure that progress is tracked through a range of strategies.</li> <li>• Take account and review School contextual factors and prior attainment when planning and teaching lessons.</li> <li>• Reflect on the success of teaching strategies, individual lessons and SoW in meeting the needs of students.</li> <li>• Apply current guidelines on effective learning and teaching.</li> <li>• Take part in coaching and mentoring programmes to support colleagues and develop own practice.</li> <li>• Apply and expand teaching repertoire and feedback to colleagues on effectiveness.</li> <li>• Strive to deliver outstanding lessons.</li> <li>• Deliver interactive lessons with students.</li> <li>• Provide good quality assessment using formative and summative methods in conjunction with the School's AfL policy.</li> <li>• Record test results and ongoing teacher assessments, keep portfolios of evidence.</li> </ul>
<p><b>Develop and sustain DEEP EXPERIENCE across the School through:</b></p>	<ul style="list-style-type: none"> <li>• Have responsibility for developing and implementing SoW.</li> <li>• Be responsible for identifying and reporting issues and developing solutions.</li> <li>• Be responsible for the day to day delivery within subject area, including assessment and reporting process.</li> <li>• Develop communications and training with staff in Department/Faculty methodology.</li> <li>• Develop use of ICT within the curriculum.</li> <li>• Provide means of gathering information for Self Evaluation: Student Voice, questionnaires, view points of stakeholders, and use opportunities for co-construction of the curriculum.</li> <li>• Take responsibility for planning and execution of Immersion Days.</li> <li>• Adapt lessons and identify next steps in response to evaluation of student progress.</li> <li>• Set effective homework and extension work to encourage and enliven student learning.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure differentiation and personalisation of learning for all students.</li> <li>• Be aware of the KS2 curriculum and the standards of progression and attainment for KS3 students.</li> <li>• Co-ordinate displays with regards to events, opportunities and work which promote the Department/Faculty/School.</li> </ul>
<p><b>Develop and sustain DEEP SUPPORT across the School through:</b></p>	<ul style="list-style-type: none"> <li>• To comply with the School's Child Safeguarding Procedures and to report concerns to the Designated Child Protection Officer.</li> <li>• Take responsibility for upholding standards of behaviour and classroom management within the classroom and the schools environment.</li> <li>• Through the role, develop systems which address the social health of students to raise standards.</li> <li>• Promote the consistent and fair use of the Consequences system within the classroom and the School environment.</li> <li>• Be the first line of contact for parents and carers concerns with regard to their child's performance and well-being.</li> <li>• Perform the duties of a Vertical Mentor Tutor if required, including the provision of Information, Advice and Guidance for students.</li> </ul>
<p>This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the postholder's professional responsibilities and duties. Elements of this job description and changes to it may be agreed at the request of the Principal or the incumbent of the post.</p> <p>This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation. This job description should be read in conjunction with 'Clarification notes on the exercise of professional duties for all teachers, other than head teachers' contained at Appendix A.</p> <p>Postholders will be expected to comply with any reasonable request for senior leaders to undertake work of a similar level that is not specified in the job description.</p>	