



## **Wells next the Sea Primary and Nursery School**

### **Post Title: Teacher**

#### **General Responsibilities**

- \* To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
- \* To monitor and support the overall progress and development of students as a teacher/Form Tutor.
- \* 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.
- \* To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
- \* To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

#### **Teaching and Learning**

- \* To undertake a designated programme of teaching.
- \* To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Department.
- \* To contribute to the Curriculum Area and department's development plan and its implementation.
- \* To plan and prepare courses and lessons.
- \* To teach, students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
- \* To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students.
- \* To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- \* To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.

- \* To ensure a high quality learning experience for students which meets internal and external quality standards.
- \* To prepare and update subject materials.
- \* To contribute to the whole school's planning activities.
- \* To assist the Head of Department and the Deputy Head (Curriculum), to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives
- \* To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's ethos.

### **Assessment and Reporting**

- \* To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.
- \* To assess, record and report on the attendance, progress, and development and attainment of students and to keep such records as is required.
- \* To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- \* To undertake assessment of students as requested by external examination bodies, departmental and school procedures.
- \* To mark, grade and give written/verbal and diagnostic feedback as required.
- \* To complete the relevant documentation to assist in the tracking of students.
- \* To track student progress and use information to inform teaching and learning.
- \* To communicate effectively with the parents of students as appropriate.
- \* Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- \* To follow agreed policies for communications in the school.
- \* To take part in liaison activities such as Open Evenings, Parents Evenings, and liaison events with partner schools

### **Resource Management**

- \* Ensure that the resources are deployed efficiently within their teaching areas
- \* To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources.
- \* To contribute to the process of the ordering and allocation of equipment and materials.
- \* To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the students.

### **Professional Development**

- \* To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- \* To continue personal development in the relevant areas including subject knowledge and teaching methods.
- \* To engage actively in the Performance Management Review process.
- \* To ensure the effective/efficient deployment of classroom support.
- \* To work as a member of a designated team and to contribute positively to effective working relations within the school.

### **Other Specific Duties:**

- \* To play a full part in the life of the school community to support its ethos and to encourage staff and students to follow this example.
- \* To support the school in meeting its legal requirements for worship.
- \* To continue personal development as agreed.
- \* To comply with the school's Health and Safety Policy and undertake risk assessment as appropriate.
- \* To undertake any other duty as specified by STPCD not mentioned in the above.

**Person Specification**

**Job Title: Teacher**

		<b>Essential / Desirable</b>
<b>Qualifications</b>	Graduate with QTS	E
	Recent relevant professional development	E
	Higher degree classification	D
<b>Skills, knowledge and aptitudes</b>	Ability to think strategically and successfully implement agreed strategies	E/D
	Ability to analyse and solve complex issues with an eye for detail	E/D
	Ability to work effectively with staff, students, governors, parents and the community	E
	Ability to liaise and work with middle managers to promote the education of all children	E
	Ability to inspire and lead a class of students	E
	Ability to use Added Value data to promote learning and to set targets appropriate to pupils' abilities and needs	E
	Ability to liaise with outside agencies	E
<b>Personal qualities</b>	High levels of drive and energy	E
	High levels of interpersonal skills	E
	Commitment to comprehensive education and high student expectations	E
	Ability to set and achieve realistic goals for students	E
	Ability to support, motivate and inspire others	E
	Sense of humour, good listener, positive outlook	E
	Ability to work as part of a team	E
<b>Professional knowledge and understanding</b>	Child protection issues	E
	Strategies for school improvement	E
	Strategies for developing effective teaching/learning	E
	Strategies for ensuring good behaviour	E
	Data analysis and target setting	E
	Work-related, vocational and new 14-19 curriculum	E