

# Sherbourne Fields School Coventry

## Job Description

**Job Title:** Teacher

**Salary Grade:** MPS/UPS+ SEN allowance

**Location:** Sherbourne Fields School

### **Job Purpose:**

To deliver aspects of the curriculum to students in the relevant key stage.

This will include: -

1. Class Tutor responsibility.
2. Involvement in the delivery of core and foundation subjects
3. Subject leader responsibility. (subject area(s) to be negotiated)
4. Working as a member of the Key Stage Team

### **Accountable to:**

The relevant Phase Leader

### **Responsible for:**

Teaching Assistants and any other support attached to class.  
Subject budget.

### **Duties and Responsibilities:**

#### **Teaching**

- Planning and preparing courses and lessons in line with the school curriculum.
- Teaching, according to their educational needs, the pupils assigned to the post holder, including the setting and marking of work.
- Assessing, recording and reporting on the development, progress and attainment of pupils.
- Devising strategies to enable Sherbourne Fields pupils to access the curriculum.
- Differentiating the teaching programme to accommodate the needs of individual children.

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### **Other activities**

- Working as a member of the Key Stage Team, liaising closely with class teams and other professionals.
- Promoting the general progress and well-being of all pupils.
- Providing guidance and advice to pupils on educational and social matters.
- Making records of and reports on the personal and social needs of pupils.
- Communicating and consulting with the parents of pupils.
- Communicating and co-operating with relevant external agencies.
- Sharing break time supervision of pupils on a rota basis.
- Helping to meet the students' personal needs.

### **Assessment and Reports**

- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils

### **Subject Leadership**

- Management of the organization and of an aspect of the curriculum.
- Leadership of the development, delivery and monitoring of that area.

### **Performance Management**

- Participating in arrangements made in accordance with The Education (School Teacher Performance Management) (England) Regulations 2006 for the appraisal of his/her performance and that of other Teachers.

### **Review, induction, further training and development**

- Periodically reviewing methods of teaching and schemes of work.
- Participating in arrangements for further training and professional development as a teacher;
- Participating in the Sherbourne Fields Induction Programme.
- In the case of an NQT, participating in arrangements for supervision and training, under the Induction Regulations.

### **Educational methods:**

- Advising and co-operating with the Head Teacher, Deputy Head and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

### **Discipline, health and safety:**

- Maintaining good order and discipline among the pupils and safeguarding their health and safety at all times.
- Safeguarding the Health and Safety of oneself and one's colleagues.

### **Staff meetings:**

- Participating in meetings which relate to the school curriculum (including Parents' Evenings and Annual Reviews), administration and organisation of the school.

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### **Cover:**

- Supervising, and so far as practicable, teaching any pupils whose teacher is not available.

### **Public examinations:**

- Participating in the preparation and assessment of pupils for examinations, recording and reporting such assessments and participating in arrangements for these examinations.

### **Management**

- Contributing to the selection for appointment and professional development of other teachers and non-teaching staff, including the induction and assessment of NQT's.
- Coordinating or managing the work of other teachers.
- Taking part in the review, development and management of activities relating to the curriculum organisation and pastoral functions of the school.
- Managing and supervising Teaching Assistants, volunteers and students.

### **Administration**

- Participating in administrative and organisational tasks related to the above duties and the ordering and allocation of equipment and materials.
- Attending assemblies, registering the attendance of pupils and supervising pupils.

### **Conditions of Employment**

Appointment will be subject to the Authority's Conditions of Service for Primary and Secondary and Special Schools.

The salary will be in accordance with the School Teachers' Pay and Conditions Document.

The City Council operates a no smoking policy.

Duties which include processing of any personal data must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998).

We are committed to the maintenance of a safe working environment for pupils and staff. As part of the recruitment and selection process we will ask you to provide original copies of your qualifications and birth certificates. As this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974, a Criminal Record Disclosure will be required prior to appointment. We may follow up references with phone calls. The Protection of Children Regulations apply to this post.

We are an Equal Opportunities employer and welcome applications from all sections of the community regardless of race, religion, gender or disability.