

# Sherbourne Fields School Coventry Job Description

**Job Title:** Teacher

**Salary Grade:** MPS + 1 SEN allowance

**Location:** Sherbourne Fields School

**Job Purpose:**

To teach, support and nurture the academic, social and emotional development of pupils at Sherbourne Fields by delivering part of our whole school curriculum and contributing the wider aspects of our school.

This will include: -

1. Class Tutor responsibility.
2. Involvement in the delivery of core and foundation subjects
3. Being an active member of a curriculum group. (curriculum area to be negotiated depending on expertise and subject knowledge)
4. Working as a key member of the Key Stage Team
5. Being actively involved and contributing to our wider curriculum events and activities.

**Accountable to:**

The relevant Phase Leader, Deputy Head and Head Teacher;

**Responsible for:**

HLTA's, Teaching Assistants and any other support staff attached to the class you are leading

**Duties and Responsibilities:**

**Planning, Teaching and Evaluating**

- Creating dynamic lesson plans that align with the Sherbourne Fields Curriculum.
- Teaching, evaluating and reporting on the development, progress and attainment of pupils and their outcomes in line with Sherbourne Fields.
- Devising strategies, approaches and adapting resources to enable and ensure all pupils access a challenging and aspirational curriculum.

**Other activities**

- Working as a member of the Key Stage Team you are assigned to, liaising closely with other class teams and other professionals.

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## Job Description

- Promoting the general and wider progress and well-being of all pupils.
- Providing guidance, advice and support to pupils when needed.
- Making records of and reports on the personal and social needs of pupils.
- Communicating and consulting with the parents/carers 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 if necessary

### **Curriculum Groups**

- Contributing to the management, organization and development of an aspect of our curriculum with members of your curriculum group

### **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 ECT, participating in arrangements for supervision and training, under the Induction Regulations.

### **Educational methods:**

- Advising and co-operating with the Head Teacher, Deputy Heads 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 a calm and focused environment ensuring the safety of pupils 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, Learning Conversations and Annual Reviews), administration and organisation of the school.

### **Public examinations:**

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

### **Management**

- Contributing to the professional development of other teachers and non-teaching staff, including induction and assessment of ECT's (if appropriate).
- Taking part in the review, development and management of activities relating to curriculum organisation and pastoral functions of the school.
- Managing, directing and supporting Teaching Assistants and volunteers.

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## **Administration**

- Participating in organisational tasks related to teaching duties.
- Attending assemblies, registering attendance of pupils and supervising pupils outside of the classroom.

## **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 align with The General Data Protection regulation, 2018.

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, an Enhanced 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.