

JOB DESCRIPTION

The Westwood Academy is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects our staff and volunteers to share this commitment.

POST: Classroom Teacher

RESPONSIBLE TO: Head of Department

This job description is additional to the basic duties outlined in the latest School Teachers' Pay and Conditions Document in accordance with the school's policies and under the direction of the headteacher. A summary of the key accountabilities is included below. The school is managed through a network of inter-related teams (see Management Structure sheet for outline of teams).

1. TEACHING

- 1.1 Plan work in accordance with faculty schemes of work and National Curriculum programmes of study.
- 1.2 Liaise with relevant colleagues on the planning of units of work for collaborative delivery.
- 1.3 Work in collaboration with Learning Support Assistants attached to any teaching group.
- 1.4 Take account of students' prior levels of attainment and use them to set targets for future improvements.
- 1.5 Set work for students absent from school for health or disciplinary reasons.
- 1.6 Maintain good discipline by adherence to the advice given to staff in the staff handbook and elsewhere.
- 1.7 Set high expectations for students' behaviour by establishing a purposeful working atmosphere in accordance with the school's behaviour code.
- 1.8 Set appropriate and demanding expectations for students' learning, motivation and presentation of work.

2. ASSESSMENT, RECORDING & REPORTING

- 2.1 Maintain notes and plans of lessons undertaken and records of students' work.
- 2.2 Mark, monitor and return work within a reasonable and agreed time span providing constructive oral and written feedback and clear targets for future learning as appropriate.
- 2.3 Carry out assessment programmes (e.g. reports) as agreed by the school or faculty.
- 2.4 Complete student records of achievement in line with policy and as specified in the published calendar.
- 2.5 Attend the appropriate parents' evenings to keep parents informed as to the progress of their child.
- 2.6 Be familiar with the Code of Practice for identification and assessment of Special Educational Needs and keep appropriate records on Individual Education Plans for students.

3. PASTORAL WORK

- 3.1 Undertake responsibility for a tutor group (see 'role of Tutor' paper) as required including tutor/student interviews.
- 3.2 Be the first point of contact for parents of students in the tutor group.
- 3.3 Monitor (and set targets for) the social and academic progress of individuals in the tutor group.
- 3.4 Be prepared to undertake responsibility for delivery of the PSHE programme to one or more tutor groups.
- 3.5 Promote good attendance and monitor in accordance with the school's attendance policy.

4. PROFESSIONAL STANDARDS

- 4.1 Support the aims of the school to promote a "learning community".
- 4.2 Treat all members of the community, colleagues and students, with respect and consideration.

- 4.3 Treat all students fairly, consistently and without prejudice.
- 4.4 Set a good example to students in terms of appropriate dress, standards of punctuality and attendance.
- 4.5 Promote the aims of the school by attendance at and participation in events such as open evenings, options evenings and the like (as appropriate to their responsibilities).
- 4.6 Support the ethos of the school by upholding the behaviour code, uniform regulations etc.
- 4.7 Take responsibility for their own professional development and participate in staff training when provided.
- 4.8 Reflect on their own practice as well as the practices of the school with aim of improving all that we do.
- 4.9 Read and adhere to the various policies of the school as expressed in the School Development Plan, the staff handbook, subject team/year team documentation etc.
- 4.10 Participate in the management of school by attending various team and staff meetings.
- 4.11 Undertake duties as prescribed within school policies.
- 4.12 Ensure that all deadlines are met as published in the school calendar.
- 4.13 Undertake professional duties that may be reasonably assigned to them by the headteacher (e.g. cover, etc.).
- 4.14 Be proactive and take responsibility for matters relating to health and safety.

PERSON SPECIFICATION (All Teaching Staff)

We would like to appoint a person who:

[illegible]

	Attributes	Measurement
<i>Safeguarding</i>	<p>In addition to candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:</p> <ul style="list-style-type: none"> • Motivation to work with children and young people; • Ability to form and maintain appropriate relationships and personal boundaries with children and young people; • Emotional resilience in working with challenging behaviours; and • Attitudes to use of authority and maintaining discipline. 	I, R
<i>Special Requirements</i>	<p>Good health and attendance records.</p> <p>This post is exempt from the provisions of the Rehabilitation of Offenders Act 19</p> <p>An Enhanced Criminal Record Disclosure will be required prior to appointment</p>	I, R
	Please also note the Personal Qualities (EI) outlined in the Role Profile	I, R

References

The interview panel may take the opportunity to follow up any relevant issues arising from references during the interview.

A = Application Form, I = Interviews, R = References.