



## **Mawsley C.P School**

### **Job description – Teacher (Specialist Unit)**

All teachers are required to carry out the duties of a schoolteacher as set out in the current School Teachers Pay and Conditions Document. Our job description is based on the competencies outlined in the Teachers Standards (2012).

It is expected that teachers will make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. They will act with honesty and integrity, having strong subject knowledge, keep their knowledge and skills as teachers up to date and be self-critical, forge positive professional relationships and work with parents in the best interests of their pupils.

#### **Responsibilities and main duties:**

To ensure high quality education for all pupils for which you are responsible and accountable and improve the quality of learning and standards of achievement.

#### **Professional duties and responsibilities**

##### **1. Set high expectations which inspire, motivate and challenge pupils**

- Establish a safe and stimulating environment for pupils, rooted in mutual respect
- Set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions
- Demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils.

##### **2. Promote good progress and outcomes by pupils**

- Be accountable for pupils' attainment, progress and outcomes
- Be aware of pupils' capabilities and their prior knowledge, and plan teaching to build on these
- Guide pupils to reflect on the progress they have made and their emerging needs
- Demonstrate knowledge and understanding of how pupils learn and how this impacts on teaching
- Encourage pupils to take a responsible and conscientious attitude to their own work and study.

##### **3. Demonstrate good subject and curriculum knowledge**

- Have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain pupils' interest in the subject/curriculum, and address misunderstandings.
- Demonstrate a critical understanding of developments in the subject and curriculum areas, and promote the value of scholarship
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever the teacher's specialist subject.
- If teaching early reading, demonstrate a clear understanding of systematic synthetic phonics

- If teaching early mathematics, demonstrate a clear understanding of appropriate teaching strategies.

**4. Plan and teach well-structured lessons**

- Impart knowledge and develop understanding through effective use of lesson time
- Promote a love of learning and children's intellectual curiosity
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired
- Reflect systematically on the effectiveness of lessons and approaches to teaching
- Contribute to the design and provision of an engaging curriculum within the relevant subject area(s)

**5. Adapt teaching to respond to the strengths and needs of all pupils**

- Know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively
- Have a secure understanding of how a range of factors can inhibit pupils' ability to learn, and how best to overcome these
- Demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils' education at different stages of development
- Have a clear understanding of the needs of all pupils, including those with special educational needs, those of high ability, those with English as an additional language, those with disabilities, and be able to use and evaluate distinctive teaching approaches to engage and support them.

**6. Make accurate and productive use of assessment**

- Know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements
- Make use of formative and summative assessment to secure pupils' progress
- Use relevant data to monitor progress, set targets, and plan subsequent lessons
- Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback

**7. Manage behaviour effectively to ensure a good and safe learning environment**

- Have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's behaviour policy
- Have high expectations of behaviour and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to involve and motivate them
- maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary

**8. Fulfil wider professional responsibilities**

- Make a positive contribution to the wider life and ethos of the school
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
- Deploy support staff effectively

- Take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues
- Communicate effectively with parents with regard to pupils' achievements and well-being.

**Responsibilities specific to Mawsley Community Primary School Unit Provision:**

- Provide and contribute to oral and written assessments and reports relating to pupils.
- Attend review meetings, as necessary.
- To communicate and consult with parents/carers, through written and oral reports. To keep a record of discussions held.
- Communicate and consult with parents and external agencies, such as Occupational and Speech Therapists, Nurses, Paediatricians, Health visitor, speech therapist, educational psychologists and Social Workers
- Support and work towards achievement of agreed whole-school targets as defined in the School Improvement Plan, undertaking any necessary training to maintain and/or improve skills
- Work with others on curriculum and/or pupils development to secure co-ordinated outcomes.
- Contribute to the development of other teachers and non-teaching staff, including induction.
- Review and organise centrally stored resources
- Review methods of teaching and programmes of work when required or appropriate.
- Liaise with partner schools and attend cluster meetings where required
- Analyse performance data annually and produce performance reports to inform and contribute to the School Improvement Plan.
- To participate fully in all staff meetings, and to be involved in appropriate staff development.
- To take an active role in the development of all School Policies and Schemes of Work.
- To plan, prepare and deliver appropriate educational experiences, which address individual needs through quality teaching and high expectations.
- To provide a secure, happy and caring environment for all children in the class.
- To inform the SENCO and Unit Lead of any concerns relating to the development of a child.
- To maintain high standards of discipline and to ensure that all children are safe by following the Health and Safety Policy.
- To maintain a purposeful and well organised learning environment.
- To develop effective, professional relationships with colleagues, knowing how and when to draw on advice and professional support.

- To keep informed of changes in education nationally, as they impact upon the phase of education in which the teacher works, including changes to assessment and curriculum arrangements.
- To take, supervise and lead assemblies.

Teacher:	Date:
Headteacher	Date