



Supporting Schools' Success

## Job Description and Person Specification Class Teacher (Secondary)

### Tabor Academy Job Description

<b>Post:</b>	Class Teacher (Secondary)
<b>Reports to:</b>	Principal
<b>Liaising with:</b>	Principal, Leadership Team, Academy Business Manager, Trust Directors, Local Governing Body members, Staff, Pupils, Parents/Carers, External agencies/professionals
<b>Main Purpose:</b>	
	Carry out the professional duties of a teacher as circumstances may require and in accordance with the Trust's policies and ethos under the direction of the Principal.
<b>Key Functions:</b>	
	<ul style="list-style-type: none"> <li>• Take responsibility for the progress and learning of children determined on an annual basis by the Principal and in accordance with the duties listed in this document.</li> <li>• Carry out the professional duties covered by the latest School Teachers' Pay and Conditions document. The postholder will be expected to undertake duties in line with the professional standards for qualified teachers.</li> <li>• Teach pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs.</li> <li>• Maintain the positive ethos and core values of the Trust, both within the academy and the wider community.</li> </ul>
<b>Specific Responsibilities:</b>	<b>The main responsibilities of the post</b>
	<ul style="list-style-type: none"> <li>• Teach pupils as directed by the Senior Leadership Team.</li> <li>• Attend relevant INSET/CPD opportunities and keep up with current educational thinking and practice.</li> <li>• To work with the multi-disciplinary team.</li> <li>• Support the subject and school leadership team in the development and management of a curriculum area.</li> <li>• Demonstrate a high standard of classroom management and practice and teach within the framework of the Academy Trust policies and guidelines paying particular attention to equal opportunities and behaviour management.</li> <li>• Implement the Trust's positive behaviour management strategies in accordance with the behaviour management policy.</li> <li>• Implement agreed policies and guidelines.</li> <li>• Support initiatives taken by the Trust and SLT.</li> <li>• Assess pupil achievement and plan for future learning.</li> </ul>

	The main responsibilities of the post Cont'd
	<ul style="list-style-type: none"> <li>• Plan appropriately to meet the need of all pupils, through the differentiation of tasks.</li> <li>• Keep appropriate and efficient records, integrating formative and summative assessment into planning.</li> <li>• Work with SLT and other colleagues to track the progress of individual children and intervene where pupils are not making progress.</li> <li>• Lead and manage a support staff team within the classroom ensuring the appropriate deployment of colleagues within the room.</li> <li>• Demonstrate good and outstanding classroom teaching.</li> <li>• Plan for, organise and maintain a stimulating classroom learning environment appropriate to the needs, age and level of development of the pupils, which facilitates learning.</li> <li>• Be responsible for safeguarding the health and wellbeing of the pupils, actively promote the development of personal and social skills and provide emotional support in a way that accords with the pupils' age and level of development within the stated aims of the school.</li> <li>• Engage in and maintain a dialogue with parents/carers, therapists and other professionals about teaching and learning and progress of pupils in the allocated classes.</li> <li>• Participate in school activities, meetings, discussions and management systems necessary to co-ordinate the work of the academy as part of the statutory 1265 hours directed time.</li> <li>• Report to parents/carers on the development, progress and attainment of pupils.</li> <li>• Make effective use of ICT to enhance learning and teaching.</li> <li>• Work with the Senior Leadership Team in implementing the Academy Development Plan.</li> <li>• Promote the agreed academy ethos, attitudes and values in all aspects of work with pupils, colleagues, support staff, parents/carers and visitors.</li> <li>• Promote the academy and celebrate its success at every opportunity.</li> <li>• Comply with and actively implement Trust policies regarding Health &amp; Safety, Equal Opportunities, Safeguarding and Behaviour Management.</li> <li>• Participate in training and the implementation of health care practices.</li> <li>• Have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures and the Trust's safeguarding policy.</li> <li>• Maintain an up-to-date knowledge of curriculum and relevant SEN issues through INSET, wider professional development and research.</li> <li>• Support the leadership of your subject as directed by the Head of Department or Faculty.</li> <li>• Help prepare a subject development plan for the area in consultation with colleagues/SLT.</li> <li>• Support the development and implementation of policies, schemes of work and other initiatives in that subject area.</li> </ul>

	<b>The main responsibilities of the post Cont'd</b>
	<ul style="list-style-type: none"><li>• Work with colleagues to identify clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and pupils being taught</li><li>• Provide guidance and support to teachers in the subject area on planning, delivery, appropriate teaching approaches and resources by means of meetings, working alongside individual teachers, and school-based INSET</li><li>• Assist in monitoring and evaluating planning, quality of teaching and pupil progress in the allocated curriculum area.</li><li>• Maintain up-to-date subject knowledge and knowledge of national and academy requirements and guidance in the curriculum area.</li><li>• Participate in and support the performance management policy.</li><li>• Carry out other tasks as reasonably requested by the Principal.</li></ul>

## Tabor Academy Person Specification

**Position:** Classroom Teacher (Secondary)

The Academy Trust is dedicated to appointing the best possible candidate for the position of teacher at Tabor Academy.

The successful candidate will have the ability to motivate and inspire those that they work with, break through the barriers of expectations and harness all opportunities to create a climate of success and achievement for all.

Teachers at Tabor Academy will want to make a difference. They will be ready for a challenge and will bring a wealth of innovative and outstanding ideas to engage all stakeholders. Our teachers will be approachable and consistent; they will give and earn respect from our pupils, staff, parents and carers.

	Essential	Desirable	Evidenced in
<b>Education and Qualifications</b>			
Qualified Teacher Status		✓	Application Interview References
Evidence of continuous professional development	✓		Application
<b>Experience</b>			
Proven ability as an excellent Classroom Teacher	✓		Application Interview References
<b>Knowledge and Skills</b>			
Professional knowledge of what constitutes high quality and standards in teaching and learning	✓		Application Interview References
Professional understanding of inclusion and strategies for engaging all learners	✓		Application Interview References
Professional understanding of safeguarding within a school setting	✓		Application Interview
Ability to write reports, keep accurate records and communicate effectively	✓		Application Interview References

<b>Knowledge and Skills</b>			
Effective organisational skills	✓		Application Interview References
Ability to work well with a range of audiences, including parents/carers and other professionals	✓		Application Interview References
Ability to use a positive approach to promote learning and excellent behaviour	✓		Application Interview
Confident and competent in the use of ICT	✓		Application Interview References
Ability to lead and manage a team	✓		Application Interview References
Understanding of curriculum and assessment of pupil progress	✓		Application Interview References
Understanding of cross-curricular teaching	✓		Application Interview References
Understand procedures and legislation relating to confidentiality	✓		Application Interview
<b>Personal Attributes</b>			
Resilience, the ability to work under pressure and be able to meet deadlines	✓		Application Interview References
Proven ability to prioritise workloads	✓		Application Interview References
Ability to work effectively and supportively within the academy team	✓		Application Interview References
Excellent communication and organisational skills (including written and oral skills)	✓		Application Interview References
A commitment to safeguarding and promoting the welfare of children and young people	✓		Application Interview References
Ability to work creatively and collaboratively	✓		Application Interview References
Demonstrably professional, honest and loyal	✓		Application Interview References
Ability to make and justify difficult decisions	✓		Application Interview

<b>Personal Attributes</b>			
Commitment to our pupils and their learning, wellbeing and safety	✓		Application Interview
Committed to equality	✓		Application Interview
Ability to establish rapport and respectful and trusting relationships with children, their families, carers and other adults	✓		Application Interview References
Able to build and maintain successful and purposeful relationships	✓		Application Interview
Passionate about teaching and learning	✓		Application Interview
Open-minded, self-evaluative and adaptable to changing circumstances and new ideas	✓		Application Interview
Willingness to be involved in the wider life of academy		✓	Application Interview
Bring personal interests and enthusiasms to the academy community		✓	Application Interview