

## Job Description

|                        |  |
|------------------------|--|
| <b>Job-title</b>       | Teacher  |
| <b>Grading/Salary:</b> | Main Pay Range/Upper Pay Range                             |
| <b>Accountable to:</b> | Headteacher through Subject Leader and Senior Line Manager |



### Stowupland High School

Church Road  
Stowupland  
Stowmarket  
Suffolk  
IP14 4BQ

Tel: 01449 674827

**Headteacher:**  
Mr P Whear

**Chair of Governors:**  
Mrs K Hudson



***Stowupland High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.***

### PROFESSIONAL DUTIES

As a Main Pay Range teacher, you are required to be competent in all elements of the Teacher Standards, to discharge the Teachers' Responsibilities, as set out in the Contractual Framework for Teachers of the School Teachers' Pay and Conditions Document, and to act in accordance with the School's ethos, policies and practices, under the direction of the Headteacher.

In addition to the duties and responsibilities of a Main Pay Range teacher, an Upper Pay Range Teacher is required to be highly competent in all elements of the Teacher Standards, to ensure that your achievements and contribution to the School are substantial and sustained.

In line with the requirements of the School Teachers' Pay and Conditions Document (section 9), the post-holder is responsible for the education and welfare of designated classes (and a tutor group if appropriate), having due regard to the requirements of the National Curriculum, the school's aims, objectives and schemes of work and the policies of the Governing Body.

The post-holder shares the corporate responsibility for the welfare of all students.

### CORE PURPOSE

- To make a positive contribution and support the ethos and culture of the school as defined by the Headteacher
- To facilitate high standards of learning attainment and achievement by providing quality teaching within a safe and stimulating environment



Founding Partner of the  
**John Milton Academy Trust**

Company no: 10298832

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## PRINCIPAL RESPONSIBILITIES AND TASKS FOR ALL TEACHING POSTS

### Curriculum, Teaching and Learning

- To plan and teach the subjects, classes and groups allocated by the Subject Leader and Senior Line Manager
- To promote attainment and achievement at the highest level through effective teaching
- To provide high quality teaching by following course outlines and schemes agreed by the subject team
- To share in the development of schemes of work and resources within the subject area(s)
- To follow school and subject policies in relation to learning and teaching
- To maintain a safe, positive, tidy and stimulating environment for learning and teaching
- To support and implement policies and practices to promote positive student behaviour within the framework of *Behaviour for Learning* including maintaining good order and discipline
- To set and mark homework tasks in line with the agreed policy and schedule
- To assist in the identification of students with special needs and support the work of the SENCO and Teaching Assistants in writing and reviewing individual educational plans
- To contribute to the School Improvement Plan through directed time meetings and the discussion and review of Subject (and Year Team) plans

### Assessment

- To work to the targets set for allocated classes and students as entered on Go4Schools
- To maintain and monitor appropriate records of student progress and achievement including progress towards target levels/grades through Go4Schools
- To ensure students are fully prepared for examinations, including supporting revision programmes and activities;
- To assist the Subject Leader in ensuring that the assessment policy is fully implemented and that progress checks and reports are completed to a high standard
- To set homework regularly and ensure it receives prompt attention and students receive quality feedback in line with school Marking and Assessment Policy

### Professional Development

- To participate in, and support, the arrangements for the appraisal and review of your own performance and, where appropriate, that of other teachers and support staff in accordance with the school's Appraisal Policy
- Participate in arrangements for your own further training and professional development and, where appropriate, that of other teachers and support staff including induction

### Other

- To support managers in the effective operation of the subject area and the school as a whole
- To adopt a high profile in corridors and duty areas providing a positive and appropriate role model for students
- To undertake the role of form tutor in line with school expectations and the tutor handbook (including temporary arrangements)
- To supervise and so far as practicable teach any students where the person timetabled to take the class is not available to do so. (You will only *rarely* be required to provide such cover in circumstances that are not foreseeable)
- To direct and supervise support staff assigned to you and, where appropriate, other teachers
- To deploy resources delegated to you in accordance with the school's Finance Policy



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- To attend Parents' and Information Evening as required by the Headteacher within the directed time budget
- To implement all agreed school policies
- To promote the safety and well-being of students and inform the Subject Leader, SLT member or Safeguarding designate of any concern which may affect Health & Safety of the school population

#### UPPER PAY RANGE ACCOUNTABILITIES

- Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation.
- Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.
- Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects/curriculum areas you teach, including those related to public examinations and qualifications.
- Have up-to-date knowledge and understanding of the different types of qualifications and specifications and their suitability for meeting learners' needs.
- Have a more developed knowledge and understanding of your subjects/curriculum areas and related pedagogy including how learning progresses within them than a Main PayRange teacher.
- Have sufficient depth of knowledge and experience to be able to give advice to colleagues on the development and well-being of children and young people.
- Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge.
- Provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice in order to help them meet the relevant standards and develop their teaching practice.
- Take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning.

#### NOTE:

This job description outlines the main accountabilities relating to the post, but may not describe in detail all the tasks required to carry them out. It will be reviewed annually and may be amended, after consultation, to reflect the changing needs of the school



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## PERSON SPECIFICATION

|                           | ESSENTIAL  | DESIRABLE  | Evidence for selection from:                         |
|---------------------------|--|--|--|
| QUALIFICATIONS            | Appropriate Degree<br>Qualified Teacher  | Evidence of a range of supportive professional development.<br>Evidence of post-qualification development  | Application Form                                     |
| EXPERIENCE                | At least one teaching practice in a comprehensive school   | Experience of working with young people in the 11-19 age range   | Application Form and Letter                          |
| CURRICULUM                | Understanding of current curriculum issues.<br>Enthusiasm for the subject.<br>Understanding of the importance of the inter-relationship between all areas of the curriculum in a secondary school.<br>Ability to teach at Key Stage 3, 4 and 5.<br>Knowledge of ICT applications.<br>Willingness to deliver the School's PSHE programme. | Evidence of clear ideas about the delivery of the curriculum to all abilities.<br>Evidence of the production of learning resources.<br>Knowledge of the GCSE syllabus and appropriate 'A' level syllabus.<br>Ability to contribute to extra-curricular activities. | Application Form and Letter, Interview and Reference |
| MANAGEMENT                | Understanding of good classroom management techniques. Ability to be part of a Department team and a Year team   | Evidence of effective classroom management strategies.<br>Evidence of being an effective member of a team.   | Application Form and Letter, Interview and Reference |
| PARENTS AND THE COMMUNITY | Understanding the importance of the partnership between parents and Stowupland High School   | Evidence of involvement with Community groups and/or parents   | Application Form and Letter, Interview               |
| PERSONAL QUALITIES        | Ability to develop good relationships.<br>Good communication skills<br>High level of commitment to the School.<br>Ability to work in a team, follow instructions and be self-organising.<br>Record of good attendance  | Evidence of good working relations with a range of people<br>Evidence of a willingness to work hard<br>Be able to demonstrate that she/he can work as part of a team and be able to meet deadlines and achieve targets   | Application Form and Letter, Interview and Reference |

Job Description: Teacher (updated March 2018)



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