



## Job Description

|                        |  |
|------------------------|--|
| <b>Job-title</b>       | Teacher<br>Main Scale and Upper Scale  |
| <b>Grading/Salary:</b> | MPR Scale / UPR Scale                  |
| <b>Accountable to:</b> | Head of School / Executive Headteacher |

### 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 Trust's ethos, policies and practices, under the direction of the Head of School / Executive 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 School and Academy Trust. The post-holder shares the corporate responsibility for the welfare of all pupils.

### CORE PURPOSE

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

### SAFEGUARDING

John Milton Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The post holder, under the guidance of the Head of School / Executive Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and school's safeguarding policies and procedures. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).



**Bacton**  
Primary School



**Cedars Park**  
Primary School



**Mendlesham**  
Primary School



**Stowupland**  
High School



The John Milton  
**Sixth Form**  
AT STOWUPLAND HIGH SCHOOL

**Bacton**  
Primary School

**Cedars Park**  
Primary School

**Mendlesham**  
Primary School

**Stowupland**  
High School

## PRINCIPAL RESPONSIBILITIES AND TASKS FOR ALL TEACHING POSTS

### *Curriculum, Teaching and Learning*

- To plan and teach the subjects, classes and groups allocated by the Key Stage / 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 curriculum / course outlines and schemes agreed by the subject team or Key Stage Leads
- 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 pupils 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 and Development Plan through directed time meetings and the discussion and review of Year Group / Key Stage / Subject plans

### *Assessment*

- To work to the targets set for allocated classes and pupils
- To maintain and monitor appropriate records of pupil progress and achievement including progress towards target levels/grades
- To ensure pupils are fully prepared for tests / examinations, including supporting intervention or revision programmes and activities
- To assist the Key Stage / 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 pupils receive quality feedback in line with the 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 Trust's Appraisal Policy
- To take ownership of individual performance management, keeping a continuing professional development portfolio
- 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 pupils
- 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 pupils 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 Trust's Finance Policy
- To attend Parents' and Information Evening as required by the Head of School / Executive Headteacher within the directed time budget
- To implement all agreed Trust and school policies
- To promote the safety and well-being of pupils and inform the Subject Leader, Key Stage Leader, SLT member or Safeguarding designate of any concern which may affect Health & Safety of the school population
- Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and other visitors to the school or wider Trust
- Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust or School's business at all times
- Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times

### 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 Pay Range 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:**

The list above is not exhaustive and you may be required to undertake any other reasonable tasks and responsibilities which fall within the scope of the post as requested by the Head of School / Executive Headteacher, a member of Senior Leadership or Trust Executive Leadership Teams.

This job description is subject to change at the discretion of the Trust.

## PERSON SPECIFICATION

|                           | ESSENTIAL  | DESIRABLE   | Evidence for selection from:                         |
|---------------------------|--|---|--|
| QUALIFICATIONS            | <ul style="list-style-type: none"> <li>• Appropriate Degree</li> <li>• Qualified Teacher</li> <li>• English and Maths at GCSE or equivalent</li> </ul>   | <ul style="list-style-type: none"> <li>• Evidence of a range of supportive professional development.</li> <li>• Evidence of post-qualification development</li> </ul>   | Application Form                                     |
| EXPERIENCE                | <ul style="list-style-type: none"> <li>• At least one teaching practice in another school</li> </ul>   | <ul style="list-style-type: none"> <li>• Experience of working with pupils across the Key Stages for Primary / Secondary</li> <li>• Evidence of successful leadership of a project or initiative</li> </ul>   | Application Form and Letter                          |
| CURRICULUM                | <ul style="list-style-type: none"> <li>• Understanding of current curriculum issues</li> <li>• Enthusiasm for the subject</li> <li>• Understanding of the importance of the inter-relationship between all areas of the curriculum</li> <li>• Ability to teach across Key Stages</li> <li>• Knowledge of ICT applications</li> <li>• Willingness to deliver the School's PSHE programme</li> <li>• Ability to contribute to extra-curricular activities</li> </ul> | <ul style="list-style-type: none"> <li>• Evidence of clear ideas about the delivery of the curriculum to all abilities</li> <li>• Evidence of the production of learning resources</li> <li>• Knowledge of statutory requirements relating to relevant Key Stage curriculum (Primary)</li> <li>• Knowledge of the GCSE syllabus and appropriate 'A' level syllabus (Secondary)</li> </ul> | Application Form and Letter, Interview and Reference |
| MANAGEMENT                | <ul style="list-style-type: none"> <li>• Evidence of effective classroom management strategies</li> <li>• Evidence of being an effective member of a team</li> <li>• Ability to meet deadlines and achieve targets</li> </ul>  | <ul style="list-style-type: none"> <li>• Understanding of good classroom management techniques</li> <li>• Knowledge of Trust and school policies and procedures</li> </ul>  | Application Form and Letter, Interview and Reference |
| PARENTS AND THE COMMUNITY | <ul style="list-style-type: none"> <li>• Understanding the importance of the partnership between parents and the school</li> </ul>   | <ul style="list-style-type: none"> <li>• Evidence of involvement with Community groups and/or parents</li> </ul>  | Application Form and Letter, Interview               |
| PERSONAL QUALITIES        | <ul style="list-style-type: none"> <li>• Ability to develop genuine, empathetic relationships with pupils and colleagues</li> <li>• Good communication skills</li> <li>• High level of commitment to the Trust and School</li> <li>• Ability to work in a team, follow instructions and be self-organising</li> <li>• Record of good attendance</li> </ul>   |   | Application Form and Letter, Interview and Reference |