



Teacher

Salary:	Teaching Scale
Accountable to:	Curriculum Team Leader
Date of last review:	March 2012

Terms and Conditions of Employment (key points):

1. This post is a permanent role
2. This post is subject to School Teachers Pay and Conditions Document (STPCD) Part 12
3. This post is exempt from the Rehabilitation of Offenders Act 1974 and subject to enhanced CRB Disclosure clearance
4. The duties and responsibilities detailed within this job description should be supplemented by those accountabilities, roles and responsibilities common to all classroom teachers, as set out within the School Teachers Pay and Conditions Document

Job Purpose Summary

Working co-operatively with colleagues to ensure a rich, engaging and challenging learning environment in which pupils make good progress.

Key Skills

1. Qualified Teacher Status
2. Evidence of outstanding teaching experience or capability and desire to be an outstanding teacher
3. Good Honours Degree or significant teaching experience
4. ICT skills in the use of MS Office or equivalent
5. ICT skill in the use of a School MIS (for example SIMS)
6. Detailed knowledge of the relevant National Curriculum
7. Clear understanding of the National Strategy
8. Vision for the place of ICT in the curriculum
9. Excellent communication skills, including writing, proof reading skills, and speaking
10. Ability to manage multiple projects and work assignments from a variety of staff and volunteers
11. Excellent interpersonal skills both in person and by phone, with professionalism
12. Ability to accomplish projects with little supervision
13. Ability to work under pressure and be willing to work with tight deadlines

Generic Requirements

1. Ensure the values of Humphrey Perkins School are evident in every aspect of the discharge of the duties of the post
2. Model the highest professional standards to staff and pupils in all aspects of the role, leading by example, working at all times to the standards as set out in the staff Code of Conduct
3. Be committed to working with a cohesive, supportive and forward-thinking team of colleagues which shares an ambitious vision to secure Outstanding and Flagship status for Humphrey Perkins School
4. Contribute to the formulation and implementation of The Humphrey Perkins School Development Plan
5. Be prepared to work 'across the piece', being flexible and interested in other areas
6. Act as Mentor within the School and in the role of Mentor perform wellbeing duties including but not limited to pupil support, counselling pupils with academic problems and providing pupil encouragement
7. Offer, or be willing to offer, an Elective to broaden, deepen and enhance the learning experience at Humphrey Perkins School

8. Proactively undertake pupil supervision as required as part of a wider staff team
9. Be aware of and take part in the schools Performance Management framework participating in training and development activities as required
10. Work in a manner that actively safeguards the wellbeing and safety of pupils, ensuring pupil voice and appropriate confidentiality
11. Carry out duties placed on staff by Health and Safety legislation
12. Carry out appropriate additional tasks at the request of the Head

Key Requirements of the Post

1. In common with all teachers the responsibility "for providing and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with"
2. Work within a curriculum team, with the Learning Link Manager and Alternative Programme staff to deliver outstanding learning experiences for young people that engage and excite
3. Prepare and deliver learning activities that facilitate active experiences for young people
4. Use the key elements of 'Assessment for Learning' in every lesson
5. Prepare thoroughly and at all times for learning activities
6. Provide a stimulating, engaging and challenging learning environment
7. Use relevant technology to support the learning process and to ensure that all such learning resources are available to pupils via the Humphrey Perkins School Learning platform
8. Develop of schemes of learning in conjunction with colleagues that meet the specific needs of pupils in their learning that are accessible by pupils and staff via the Humphrey Perkins School Learning platform
9. As part of a Team develop, evaluate and improve outstanding extended learning projects in each year that effectively deliver explicit learning of the PLTS through a real-life context
10. Maintain accurate and complete electronic records of pupil's progress and development and update all necessary records accurately and completely as required
11. Manage pupil behaviour in the learning environment by establishing and enforcing rules and procedures in accordance with the rules and behaviour management systems of Humphrey Perkins School
12. Participate in subject and school meetings, parent meetings and to communicate necessary information regularly to pupils, colleagues and parents regarding pupil progress and pupil needs
13. Keep up to date with developments in learning, teaching resources and methods
14. Support the induction programme for new colleagues to Humphrey Perkins School and those in initial teacher training

Key Accountability Measures

1. Proactively and successfully engage with the Performance Management Process within Humphrey Perkins School

Humphrey Perkins School has a commitment to safeguard and promoting the welfare of children and/or young people. We have robust processes and procedures to reduce risk and continuously promote a positive culture of safeguarding throughout our School.

This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future. This job description will be annually reviewed as part of the Performance Management process.

Signed:

Printed:

Date: