



JOB DESCRIPTION – Primary Trained Teacher

Ernesford Grange Community Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment. We promote a fully inclusive, caring, learning community, where all individuals are valued, ambitions are grown and strengths are celebrated; where students are equipped with the skills to play an active and successful part in society.

Scale: Main Pay Scale

Responsible to: Subject Leader

Teaching and learning

- To plan and prepare lessons in the subject(s) identified
- To deliver literacy or numeracy intervention in years 7 and 8
- To support targeted intervention
- To share KS2 expertise with staff as appropriate and help staff to understand the KS2 curriculum and SATS expectations
- Support the creation of innovative resources to engage and raise standards in literacy and or numeracy
- Support the promotion of reading across the academy
- To participate in the academy CPD provision
- To be a form tutor and support the delivery of high quality tutorial sessions

Responsible for: Carrying out the duties of a subject teacher as set out in the most recent Teacher's Pay & Conditions Document. Your aim is to be an effective teacher and tutor who challenges and supports all our students to do their best and achieve their potential.

Core purpose:

To meet high professional standards in respect of:

- Relationships with young people
- Communicating and working with others
- Knowledge and understanding
- Skills to achieve consistent high quality learning and teaching across the Academy
- Promotion of a love of learning.

General teaching duties:

To plan effective courses and prepare good lessons by:

- Developing Schemes of Work and planning lessons to implement the Academy learning and teaching policy
- Matching the design of lessons to the ability of students
- Ensuring progression in the students' learning experience.

To teach and manage students' learning by:

- Ensuring effective teaching of whole class groups or individuals
- Establishing a purposeful and safe learning environment conducive to learning and identify opportunities for learning in out-of-school contexts
- Providing effective feedback to enhance students' progress
- Setting high expectations of students' behaviour, through good classroom discipline, adherence to Academy climate for learning policy, focused teaching and productive relationships
- Setting homework as an integral part of students' learning
- Using teaching methods which take account of different learning styles
- Use skills in literacy, numeracy and ICT to support teaching and wider professional activities.

To ensure students progress and that they meet or exceed their targets by:

- Having high expectations of students, based on a sound knowledge of their prior and potential attainment
- Marking and assessing in line with Academy policy
- Recording marks efficiently and reporting to parents in line with Academy policy
- Being clear about the level at which a student is working
- Giving clear and constructive feedback to students on how to move on to the next grade or level.

To manage one's own performance and enhance the working atmosphere and ethos in the Academy by:

- Applying Academy policies and practices consistently
- Working as a team member, identifying opportunities for working with colleagues and sharing development of effective practice
- Setting an example to students in work ethic, conduct, dress, punctuality and attendance
- Taking responsibility for one's own professional development, setting objectives for improvement and keeping up to date in subject expertise and teaching skills
- Maintaining effective working relationships with teaching and support staff.

To be a form tutor to a group of students by:

- Keeping an accurate register of attendance
- Mentoring them as appropriate
- Delivering the tutorial programme
- Monitoring their progress across subjects and liaising with the year or faculty heads as appropriate

To support the wider life of the Academy community and its individuals:

- Work to published timescales for reports, publications and events
- Carry out procedures to satisfy Academy policy and practice
- Carry out weekly duties.

Other Duties

- To undertake such other duties, training and/or hours of work as may well be reasonably required and which are consistent with the role
- To participate in performance management arrangements
- To adhere to published school policies and procedures
- To attend regular meetings with line manager

Safeguarding

Teachers are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the Academy's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Academy's Child Protection Procedure can be obtained from the jobholder's line manager.
- ***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the Academy's Disciplinary Procedure.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Academy's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Academy's Data Protection Policy.

Equality and Diversity

Ernesford Grange Community Academy is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect and are entitled to expect this in return.

Training and Development

Ernesford Grange Community Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work.

This job description may be subject to review and/or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Person Specification

- Qualified teacher status (or about to gain it)
- If in previous employment an EXCELLENT attendance record
- Good organisational skills
- A record of consistently good teaching either as a PGCE/School Direct student or as a qualified teacher.
- The willingness to go the extra mile for students and accept no excuses for underachievement.

