

Job Description

Reporting to:	Provision Lead (KS3)
Responsible for:	Teaching/support staff and other relevant personnel
Liaising with:	Headteacher, Assistant Headteacher, other Subject Leaders, Support Staff and Parents
Working time	195 days per year
Salary Grade	Mainscale
Main purpose of the job:	To be responsible for designing and implementing elements of the KS2/3 curriculum in line with the National Curriculum.
	To be responsible for agreed subjects within KS2/3 curriculum.
	To develop and organise appropriate policies, plans, materials and schemes of work.
	To manage and be responsible for agreed curriculum areas facilities and resources.
	To evaluate the standards of pupils' achievements and set targets for improvement.
	Work proactively and effectively in collaboration and partnership with learners, parents/carers, Governors, other staff and external agencies in the best interests of pupils
	Act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current School Teachers Pay and Conditions Document and Teacher Standards (2016)
	Contribute to the development of the whole school in order to secure an innovative curriculum and ethos that ensures excellent outcomes for pupils.
	Take responsibility for promoting and safeguarding the welfare of children and young people within the school
Duties & Responsibilities	All teachers are required to carry out the duties of a schoolteacher as set out in the current School Teachers Pay and Conditions Document 2017. Teachers should also have due regard to the Teacher Standards (2016). Teachers' performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in the school.
Teaching and Learning	Deliver the curriculum as relevant to the age and ability group/subject/s that you teach
	Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate.
	Be accountable for the attainment, progress and outcomes of pupils' you teach
	Be aware of pupils' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these demonstrating knowledge and understanding of how pupils learn.
	Have a clear understanding of the needs of all pupils, including those with special educational needs; gifted and talented; EAL;

	disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them
	Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English (whatever your specialist subject)
	Commit to the identification, intervention and development of individual pupil's learning difficulties
	Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment
	Make accurate and productive use of assessment to secure pupils' progress
	Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study
	Use relevant data to monitor progress, set targets, and plan subsequent lessons
	Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate
	Participate in arrangements for examinations and assessments within the remit of the School Teachers' Pay and Conditions Document
Behaviour and Safety	Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly in line with Brookfield's policies.
	Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils
	Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
	Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
	Have high expectations of behaviour, promoting self-control and independence of all learners
	Carry out break time and other duties as directed and within the remit of the current School Teachers' Pay and Conditions Document
Team working and collaboration	Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
	Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
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	practice with them
	Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
	Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school
	Cover for absent colleagues within the remit of the agreed working practices within Brookfield school
Fulfil wider professional responsibilities	Work collaboratively with others to develop effective professional relationships
	Deploy support staff effectively as appropriate
	Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate
	Communicate and co-operate with relevant external bodies
	Make a positive contribution to the wider life and ethos of the school
Administration	Register the attendance of and supervise learners, before, during or after school sessions as appropriate
	Participate in and carry out any administrative and organisational tasks within the remit of the current School Teachers' Pay and Conditions Document
Professional development	Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and wellbeing, refining your approaches where necessary responding to advice and feedback from colleagues
	Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal
	Proactively participate with arrangements made in accordance with the current Appraisal Regulations.
Other Specific Duties	To continue personal professional development as agreed including positive handling techniques To engage actively in the performance review process To undertake any other duties as specified by STPCD not mentioned in the above
Other	To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality
	Perform any reasonable duties as requested by the Headteacher
Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.	
Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description	
Employees are expected to be courteous to everyone and provide a welcoming environment to visitors and telephone callers	
The school will endeavour to make any reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition	
This job description is current at date shown but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.	

