

# The Bourne Partnership Job Description

<b>Post title</b>	UPS Class Teacher
<b>Salary and grade:</b>	UPS 1
<b>Line manager:</b>	Headteacher

## **Core purpose of the job:**

- Demonstrate all the key teaching standards in everyday duties and teaching
- To lead at least two subject areas, with clear intent, implementation and impact.
- Role model the positive ethos and core values of the school, both inside and outside of the classroom
- To assist the Headteacher and SLT with new initiatives or curriculum development.
- Carry out the duties of this post in line with the remit outlined in the *School Teachers' Pay and Conditions* document.

## **Duties and responsibilities**

### **General description of the post**

The holder of this post is expected to carry out the professional duties of a post-threshold teacher as described below, as circumstances may require and in accordance with the school's policies under the direction of the Headteacher.

### **Class Teacher UPS Responsibilities**

#### **1. Achievement and Standards**

- Make a distinctive contribution to raising standards across the school
- Support and help colleagues to improve effectiveness
- Set clear and challenging targets that build on prior attainment for each pupil
- Establish clear targets for achievement and evaluate progress through the use of appropriate assessments and records and regular termly analysis of data
- Set, track, evaluate and report on progress towards individual pupil targets
- Devise and implement targeted interventions that enable students to reach and exceed their targets.

#### **Knowledge, skills and competencies required:**

- Contribute significantly, where appropriate, to implementing workplace policies and practice and to promote collective responsibility for their implementation
- Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements

#### **2. The Quality of Provision**

- Act as a role model for staff for high quality teaching and learning
- Use own class and practice as an example of excellent teaching and learning
- Ensure continuity and progression by supporting colleagues in choosing the appropriate sequence of teaching and teaching methods and setting clear learning objectives through an agreed scheme of work, developed in line with the school development plan
- Develop plans which identify clear targets, times-scales and success criteria for its development and/or maintenance in line with the school development plan
- Help colleagues to create a stimulating learning environment for teaching and learning
- Ensure that teachers are aware of the implications of equality of opportunity

**Knowledge, skills and competencies required:**

- Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to provide opportunities for all learners to reach or exceed their individual targets
- Have a more developed knowledge and understanding of your subjects/ curriculum areas and related pedagogy including how learning progresses within them
- Have sufficient depth of knowledge and experience to be able to give advice 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
- Have teaching skills which lead to learners achieving well relative to their prior attainment, making progress as good as, or better than, similar learners nationally

**3. Leadership and Management**

- Provide regular coaching and mentoring for less experienced teachers
- To support teachers in your Key Stage to achieve expertise in planning and teaching through example, support and by leading or providing high quality professional development opportunities
- Ensure that the Headteacher, SLT and governors are well informed about policies, plans, priorities and targets that these are properly incorporated into the school development plan
- Take responsibility for drafting personal performance management objectives and ensuring agreed evidence is available for review against agreed criteria
- Secure and maintain good working relationships with all colleagues.
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to support the future development of the school
- Collect, analyse and report on pupils' views of their subject area
- Develop effective links with the local community including parents, business and industry.

**Knowledge, skills and competencies required:**

- Promote collaboration and work effectively as a team member
- Contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback

**Other**

- Have professional regard for the ethos, policies and practices of the school and maintain high standards in your own attendance and punctuality.
- Perform any reasonable duties as requested by the Headteacher

**Note**

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of the Bourne Partnership Organisation Plan and may change either as your contract changes or as the organisation of the School/Partnership is changed. Nothing will be changed without consultation.

**Signature of Post Holder:**

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**Date:**

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**Signature of Headteacher:**

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**Date:**

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