



## Teacher Job Description

2023-2024

### Key Responsibilities

This profile outlines the key responsibilities for Teachers at St. Vincent's under the direction of the Headteacher. This list is not exhaustive. All staff should also adhere to the professional expectations and guidelines which are outlined in the Teachers' Standards, as well as keep up to date and implement the school policies and procedures in line with GDPR. We trust our staff to use their initiative, to be flexible and to work well as part of a team: which may require them to take more or less responsibility, as appropriate.

Key responsibilities include:

To consistently meet all National Standards for teaching and the requirements of the job description.

- To plan, deliver and review lessons which are consistently of at least a good, quality first teaching standard and to implement effective assessment strategies to ensure the progress of all pupils
- To commit to consistently reflecting on own practice both accurately and professionally, making good use of CPD opportunities - seeking and acting on support and advice as required.

### Support for Pupils

Below is a list of examples of duties that may be carried out to support pupils at the school. This is not an exhaustive list.

- Ensure behaviour is good both in the classroom and around the school, adhering to the school Behaviour and PSHE policies and taking responsibility for the behaviour of *all* pupils in the school.
- Ensure that the school Safeguarding Policy is implemented fully and actively support and respect children whose progress or wellbeing is affected by difficult personal circumstances.
- Encourage pupils to act independently, as appropriate, setting high expectations for all.
- Promote the inclusion and acceptance of all pupils, encouraging their interaction with others and engagement in activities
- Develop Individual Education/Behaviour Plans and Personal Care programmes as required, in cooperation with colleagues and outside support specialists as appropriate and in line with GDPR.
- Provide clear feedback to pupils in relation to progress and achievement.

### Support for Parents and Colleagues

Below is a list of examples of duties that may be carried out to support parents and colleagues. This is not an exhaustive list.

- Establish and maintain close links with parents and carers and work with them to support pupil progress and wellbeing.
- Work closely with parents to address concerns and seek support from appropriate sources.
- Take time to be part of the St. Vincent's School community, demonstrating good and professional relationships with colleagues, governors and parents.
- Make a significant contribution to the year group team, participating in whole school initiatives and events and supporting extra-curricular provision.
- Liaise with subject leaders to ensure school and national policies and expectations are met in the classroom.

- Ensure the effective and efficient deployment of classroom support assistants.

### Support for the Curriculum and Assessment

Below is a list of examples of duties that may be carried out to support curriculum and assessment. This is not an exhaustive list.

- Implement planning which follows the school policy, identifies and meets clear learning objectives specifying how they will be taught and assessed. Teaching is expected to be challenging and ensure high levels of interest, to be carefully differentiated: setting both appropriate and demanding expectations, and build on prior attainment.
- Ensure pupils both acquire and consolidate knowledge in accordance with the National Curriculum or EYFS Framework, as appropriate.
- Provide clear lesson structures for lessons maintaining pace, motivation and challenge.
- Use a variety of teaching methods that match approach to content, structure information, use effective questioning, listen carefully to pupils, give attention to errors, select appropriate learning resources and develop study skills through use of outdoor space including Forest School facilities, library, ICT etc.
- Ensure that teaching is of a high standard and consistently good and improving, making good use of time available.
- Plan for progress and progression so that *all pupils meet their potential*, ensuring that EAL, SEND, PP and HA are monitored, supported and challenged.
- Setting appropriate and challenging homework, encouraging good practice and high standards.
- Have a good working knowledge of pupils' strengths and next steps ensuring that assessment follows school policy, is accurate and impacts on planning and teaching.
- Ensure marking is up to date, prompt, specific, motivating and moves learning forward.
- As a subject leader or a support to a subject leader: to undertake leader responsibilities in accordance with the Subject Leader job description.
- Assess and record pupils' progress systematically and keep records that monitor strengths and weaknesses and support and inform planning.
- Undertake assessment of pupils as requested by DfE and school procedures.
- Prepare and share informative and accurate reports about pupils to parents.

### Support for the School

Below is a list of examples of duties that may be carried out to support the school. This is not an exhaustive list.

- To implement school policies and procedures consistently and conscientiously, in line with GDPR, reporting all concerns to the designated person/s and providing an effective learning environment.
- Take account of wider curriculum and pastoral developments of the school and implement these as appropriate.
- Contribute to the overall vision, ethos, work and aims of the school.
- Appreciate and support the role of other professionals internally and externally.
- Attend relevant meetings as required.
- Participate in training and other performance development activities as required.
- Assist with the organisation of school arrangements, as required.
- Assist with the supervision of pupils out of lesson times as appropriate and as required.
- Accompany pupils on educational visits, trips and out of school activities, taking responsibility for the children in your care, in accordance with the school rules and procedures.