



The Schelwood Trust

**Beechwood School**  
**Job Description – Teacher and Form Tutor**

<b>Responsible to:</b>	Subject Leader and Headteacher
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**Main purpose of the job**

- Be responsible for the learning and achievement of all students in the classroom ensuring equality of opportunity for all.
- Have high expectations of children and young people including a commitment to ensuring that they can achieve their full educational potential and to establishing fair, respectful, trusting, supportive and constructive relationships with them.
- Be responsible and accountable for achieving the highest possible standards in work and conduct.
- Treat students with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to a teacher's professional position.
- Work proactively and effectively in collaboration and partnership with learners, parents and carers, governors, other staff and external agencies in the best interests of students.
- Hold positive values and attitudes and adopt high standards of behaviour in own professional role.
- 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.
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

**Key Responsibilities**

Frameworks:

- Maintain an up-to-date knowledge and understanding of the professional duties of teachers and the statutory framework within which they work, and contribute to the development, implementation and evaluation of the policies and practice of the workplace, including those designed to promote equality of opportunity.
- Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation.

Communicating and working with others:

- (a) Communicate effectively with children, young people and colleagues.
- (b) Communicate effectively with parents and carers, conveying timely and relevant information about attainment, objectives, progress and well-being.
- (c) Recognise that communication is a two-way process and encourage parents and carers to participate in discussions about the progress, development and well-being of children and young people.
- Recognise and respect the contribution that colleagues, parents and carers can make to the development and well-being of children and young people and to raising their levels of attainment.
- Have a commitment to collaboration and co-operative working where appropriate.
- Be able to communicate an enthusiastic approach to learning.

#### Personal professional development:

- Evaluate own performance and be committed to improving own practice through appropriate professional development.
- Have a creative and constructively critical approach towards innovation; being prepared to adapt own practice where benefits and improvements are identified.
- Act upon advice and feedback and be open to coaching and mentoring.

#### **Professional knowledge and understanding**

##### Teaching and learning:

- Have a critical understanding of the most effective teaching, learning and behaviour management strategies, including how to select and use approaches that personalise learning to provide opportunities for all learners to achieve their potential.

##### Assessment and monitoring:

- Know the assessment requirements and arrangements for the subjects/curriculum areas taught, including those relating to public examinations and qualifications.
- Know a range of approaches to assessment including the importance of formative assessment.
- Know how to use local and national statistical information to evaluate the effectiveness of their teaching, to monitor the progress of learners and to raise levels of attainment.
- Know how to use reports and other sources of external information related to assessment in order to provide learners with accurate and constructive feedback on their strengths, weaknesses, attainment, progress and areas for development, including action plans for improvement.
- Have an extensive knowledge and understanding of the assessment requirements and arrangements for the subjects/curriculum areas they teach, including those related to public examinations and qualifications.
- Have up to date knowledge and understanding of the different types of qualifications and specifications and their suitability for meeting learners' needs.

##### Subject and Curriculum

- Have a secure knowledge and understanding of one's subjects/curriculum areas and related pedagogy including the contribution that one's subjects/curriculum areas can make to cross-curricular learning; and recent relevant developments.
- Know and understand the relevant statutory and non- statutory curricula and frameworks, including those provided through the National Strategies, for one's subjects/curriculum areas, and other relevant initiatives applicable to the age and ability range taught.
- Have a more developed knowledge and understanding of their subjects/curriculum areas and related pedagogy, including how the learning progresses within them.

##### Literacy, numeracy and ICT:

- Know how to use skills in literacy, numeracy and ICT to support their teaching and wider professional activities.

##### Achievement and diversity:

- Understand how children and young people develop and that the progress, rate of development and well-being of learners are affected by a range of developmental, social, religious, ethnic, cultural and linguistic influences.
- Know how to make effective personalised provision for learners, including those for whom English is an additional language or who have special educational needs or disabilities, and how to take practical account of diversity and promote equality and inclusion in their teaching.
- Understand the roles of colleagues such as those having specific responsibilities for learners with special education needs, disabilities and other individual learning needs, and the contributions they can make to the learning, development and well-being of children and young people.

- Know when to draw on the expertise of colleagues, such as those with responsibility for the safeguarding of children and young people and special educational needs and disabilities, and to refer to sources of information, advice and support from external agencies.

#### Health and well-being:

- Know the current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of children and young people.
- Know the local arrangements concerning the safeguarding of children and young people.
- Know how to identify potential child abuse or neglect and follow safeguarding procedures.
- Know how to identify and support children and young people whose progress, development or well-being is affected by changes or difficulties in their personal circumstances, and when to refer them to colleagues for specialist support.
- Have sufficient depth of knowledge and experience to be able to give advice on the development and well-being of children and young people.

#### **Professional skills**

##### Planning:

- Plan for progression across the age and ability range for which they teach, designing effective learning sequences within lessons and across series of lessons informed by secure subject/curriculum knowledge.
- Design opportunities for learners to develop their literacy, numeracy ICT and thinking and learning skills appropriate within their phase and context.
- Plan, set and assess homework, other out-of-class assignments and coursework for examinations, where appropriate, to sustain learners' progress and to extend and consolidate their learning.
- 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.
- A) take a lead in planning collaboratively with colleagues in order to promote effective practice.
- B) identify and explore links within and between subjects/curriculum areas in their planning.

##### Teaching:

- Teach challenging, well-organised lessons and sequences of lessons across the age and ability range taught:
  - (a) using an appropriate range of teaching strategies and resources, including e-learning, which meet learners' needs and take practical account of diversity and promote equality and inclusion
  - (b) building on the prior knowledge and attainment of learners in order that they meet learning objectives and make sustained progress.
  - (c) developing concepts and processes which enable learners to apply new knowledge, understanding and skills
  - (d) adapting language to suit individual learners, introducing new ideas and concepts clearly, and using explanations, questions, discussions and plenaries effectively
  - (e) managing the learning of individuals, groups and whole classes effectively, modifying teaching appropriately to suit the stage of the lesson and the needs of the learners.
- Teach engaging and motivating lessons informed by well-grounded expectations of learners and designed to raise levels of attainment.
- 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.
- Demonstrate excellent and innovative pedagogical practice.

#### Assessing, monitoring, and giving feedback

- Make effective use of an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives and monitoring learners' progress and levels of attainment.
- Provide learners, colleagues, parents and carers with timely, accurate and constructive feedback on learners' attainment, progress and areas for development.
- Support and guide learners so that they can reflect on their learning, identify the progress they have made, set positive targets for improvement and become successful independent learners.
- Use assessment as part of teaching to diagnose learners' needs, set realistic and challenging targets for improvement and plan future teaching.

#### Reviewing teaching and learning

- Review the effectiveness of one's teaching and its impact on learners' progress, attainment and well-being, refining approaches where necessary.
- Review the impact of the feedback provided to learners and guide learners on how to improve their attainment.

#### Learning environment:

- (a) Establish a purposeful and safe learning environment which complies with current legal requirements, national policies and guidance on the safeguarding and wellbeing of children and young people, so that learners feel secure and sufficiently confident to make an active contribution to learning and to the school.
- (b) Make use of the local arrangements concerning the safeguarding of children and young people.
- (c) Identify and use opportunities to personalise and extend learning through out-of-school contexts where possible making links between in-school learning and learning in out-of-school contexts.
- (a) Manage learners' behaviour constructively by establishing and maintaining a clear and positive framework for discipline, in line with the school's behaviour policy.
- (b) Use a range of behaviour management techniques and strategies, adapting them as necessary to promote the self-control and independence of learners.
- Promote learners' self-control, independence and co-operation through developing their social, emotional and behavioural skills.

#### **Confidentiality**

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Beechwood School or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

#### **Data Protection**

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 2018 (DPA 2018).

#### **Safeguarding Children**

In accordance with the School's commitment to follow and adhere to the Department for Education's guidance entitled "Working together to safeguarding children (July 2022)" and Keeping Children Safe in Education (September 2022)" and all other relevant guidance and legislation in respect of safeguarding children, you are

required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. You will also be required to have satisfactory Enhanced DBS clearance.

### **Health and Safety**

You are required to comply with the school's Health and Safety policy at all times.