



## **JOB DESCRIPTION**

**Job Title:** Teacher – EYFS/KS1 (Maternity cover)

**Grade:** MPS/UPS + SEN allowance

**Job Location:** Hope Wood Academy

**Responsible to:** Head of Academy

### **Job Purpose**

- To meet the requirements of a teacher as set out in the School Teachers Pay and Conditions Document and The Professional Standards for Teachers

### **Main Responsibilities**

- To support the ethos, values and aims of the academy
- To contribute to and follow the agreed policies of the academy
- To comply with the academy's Health and Safety policy and undertake appropriate risk assessments
- To have high expectations of themselves and all pupils and to act as an example to pupils within the academy environment
- To contribute to the evaluation and monitoring of the academy curriculum
- To work as a member of a team and to contribute positively to effective working relationships within the academy
- To engage actively in appraisal and Professional Development

### **Main Duties**

#### Support for students

- Plan for and teach a group of pupils with a range of SEND
- To plan and deliver appropriate, broad, balanced, relevant, differentiated and challenging lessons to all their pupils appropriate to their needs
- Deliver good to outstanding lessons that enable pupils to demonstrate progress
- To submit planning to leadership for quality assurance purposes
- To assess, record and report on aspects of pupils' standards, progress and development
- Contribute to raising standards of pupil attainment
- To encourage high standards of behaviour so effective learning can take place, and good relationships can be formed within the academy community
- Provide feedback to students in relation to their achievements
- Establish constructive, professional relationships with students, staff and other professionals in order to support students' learning.
- Pastoral tutor role contributing to the EHCP process.

- Promote and ensure the health and safety and good behaviour of students at all times.
- Lead on a range of learning, developing motivating and engaging opportunities.

#### Support for staff

- Create and maintain an orderly, purposeful working environment.
- Ensure all classrooms are left tidy and resources are put away after teaching.
- Be responsible for keeping records, information and data, producing reports as required.
- To contribute to whole academy planning activities
- To work effectively with support staff
- To operate within values and virtues set out in the framework for Ethical Leaders in Education

#### Support for the curriculum

- Monitor and manage resources within an agreed budget.
- To plan sequences of learning within and across lessons, to ensure effective curriculum coverage, continuity, progression and challenge.
- To assist with the monitoring and evaluation of subject delivery e.g. through work scrutiny, resource audits and data analysis
- To take part with colleagues in developing the curriculum
- Report around provision and objectives laid out in the students' statement at annual reviews in line with procedures.
- Provide curriculum planning for identified sessions.

#### Support for the Academy

- Be aware and comply with health and safety policies and procedures relating to safeguarding young people, security and confidentiality, reporting any concerns to the named person.
- Be aware of and implement the Ascent Academies' Trust equality policy.
- Contribute to the overall aims and ethos of the Trust
- Attend and participate in regular academy meetings as directed.
- Participate in training and other related activities as required by the head of academy.
- Agree to undertake any other duties which may be reasonably required or construed as forming part of the remit of this post.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Trust. The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Trust records and information.

The post holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Trust Policies including the No Smoking Policy. The post holder must comply with the Trust Health and Safety rules and regulations and with Health and Safety legislation.

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