



*Creative  
Education  
Trust*

## **TEACHER JOB DESCRIPTION AND PERSON SPECIFICATION**

**Location: The Hart School, Rugeley**  
**Salary: MPS/UPS**  
**Hours: Full Time**  
**Reports to: Principal**

### **The Role**

- To teach exceptional lessons that engage and challenge all students.
- To create a supportive and stimulating learning environment in the classroom that helps all students to make excellent progress and develop as learners.
- To make a significant contribution to the values and ethos of the school.
- To actively promote and uphold all school policies, for example behaviour policy, assessment policy.

### **Key activities and outcomes**

#### **Teaching and learning**

- With direction from the Head of Department and within the context of the school's curriculum and schemes of work, plan and prepare effective lessons.
- Teach engaging and effective lessons that motivate, inspire and improve pupil attainment.
- Ensure students acquire and consolidate knowledge, skills and understanding appropriate to the subject taught.
- Ensure that all students achieve at least at chronological age level or, if well below level, make significant and continuing progress towards achieving at chronological age level.
- Direct and supervise support staff assigned to lessons and when required participate in related recruitment and selection activities.
- Organise trips and visits to enhance the learning experience of all students.

#### **Assessment and reporting**



- To lead, monitor and evaluate the assessment and feedback to students in line with whole school and department policy.
- To follow department monitoring and tracking systems relating to students attainment, progress and achievement.
- Mark, grade and give written/verbal and diagnostic feedback as required.
- Undertake assessment of students as requested by external examination bodies, curriculum areas and school procedures.
- Assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- Complete the relevant documentation to assist in the tracking of students.
- To follow department policy regarding department tracking of student progress and use information to inform teaching and learning.

### **School culture**

- Support the academy's values and ethos by actively promoting and contributing to the development and implementation of policies, practices and procedures.
- Help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships.
- To be active in issues of student welfare and support.
- Support and work in collaboration with colleagues and other professionals in and beyond the school.
- Lead or help to lead an after school activity once per week; either curriculum based or an extra curricula club.

### **Communication**

- To communicate effectively and constructively with the parents of pupils as appropriate.
- Where appropriate, to communicate and cooperate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.
- To take an active role in activities such as Open Evenings, Parents' Evenings, Sports days etc.

### **Pastoral Duties**

- If required, be a form tutor to an assigned group of students.
- Promote the general progress and well-being of individual students and of the form tutor group as a whole.
- Liaise with the pastoral team to ensure the implementation of the school's pastoral system.
- Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- Contribute to the preparation of action plans and progress files and other reports.
- Alert appropriate staff to problems experienced by students.

### **Other Professional Requirements**



- Have a working and up to date knowledge of teachers' professional duties and legal liabilities.
- Operate at all times within the stated policies and practices of the school, including but not limited to, Health and Safety; Child protection; Assessment and marking policies; and Behaviour policies.
- Establish effective working relationships and be an effective role model to pupils through own personal presentation as well as personal and professional conduct.
- Have high expectations for every pupil and endeavour the opportunity to reach their potential and meet high expectations.
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students.
- Contribute to wider school life through effective participation in meetings and management systems necessary to coordinate the management of the school.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- Undertake other various responsibilities as directed by the Head of Department or Principal.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher



**PERSON SPECIFICATION: SECONDARY CLASSROOM TEACHER**

|                                | Essential   | Desirable   |
|--------------------------------|---|---|
| Qualifications                 | <ul style="list-style-type: none"> <li>• Qualified to degree level or above.</li> <li>• Qualified teacher</li> </ul>  | <ul style="list-style-type: none"> <li>•</li> </ul>   |
| Experience                     | <p>Experience of raising attainment in a challenging classroom environment</p> <p>Experience of reflecting on and improving teaching practice to increase student achievement</p> <p>Evidence of continually improving the teaching and learning of their subject through schemes of work and extra-curricular activities</p> | <p>Successful teaching experience in the Secondary phase</p> <p>Experience of raising standards through leading staff development</p>   |
| Knowledge and understanding    | <ul style="list-style-type: none"> <li>• Thorough and up to date knowledge of curriculum area</li> <li>• Understanding of the strategies needed to establish consistently high aspirations and standards of results and behaviour.</li> </ul>   | <ul style="list-style-type: none"> <li>• Evidence of raising the achievement of groups of students</li> <li>• Ability to analyse and interpret data effectively and act upon the information</li> <li>• Knowledge of how to implement inclusive education</li> <li>• Knowledge of curriculum requirements and developments and educational initiatives, including ICT</li> </ul> <p>Recent and relevant in-service training</p> |
| Skills and personal attributes | <ul style="list-style-type: none"> <li>• Excellent classroom teacher with the ability to reflect on lessons and continually improve their own practice</li> <li>• Effective and systematic behaviour management, with clear</li> </ul>  | <ul style="list-style-type: none"> <li>• Evidence of managing CPD effectively in a whole school context.</li> </ul>   |



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|  | <p>boundaries, sanctions, praise and rewards</p> <ul style="list-style-type: none"><li>• Thinks strategically about classroom practice and tailoring lessons to students needs</li><li>• Understands and interprets complex student data to drive lesson planning and student attainment</li><li>• Good communication, planning and organisational skills</li><li>• Demonstrates resilience, motivation and commitment to driving up standards of achievement</li><li>• Acts as a role model to staff and students</li><li>• Commitment to regular and on-going professional development and training to establish outstanding classroom practice.</li><li>• Vision aligned with Creative Education Trust's high aspirations and high expectations of self and others</li></ul> <ul style="list-style-type: none"><li>• Effective team worker and leader</li><li>• High expectations for accountability and consistency</li><li>• Vision aligned with Ark's high aspirations, high expectations of self and others</li><li>• Genuine passion and a belief in the potential of every student</li><li>• Motivation to continually improve standards and achieve excellence</li></ul> |  |
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|                     | <ul style="list-style-type: none"> <li>• Effective listening skills that lead to a strong understanding of others</li> <li>• Relishes accountability and takes personal responsibility for their own actions</li> <li>• Excellent critical thinking skills; has intellectual curiosity and rigour</li> <li>• Proven ability to be able to build trust and mutual respect between pupils, families and staff</li> <li>• Strong interpersonal, written and oral communication skills.</li> </ul> <ul style="list-style-type: none"> <li>• Ability to demonstrate sound balanced judgement with decisiveness, flexibility and integrity</li> <li>• Commitment to and vision for developing links with the local community</li> <li>• Commitment to and belief in equal opportunities and to equally value all students</li> <li>• Commitment to academic and personal excellence</li> <li>• Committed to the highest standards for child protection</li> </ul> <p>Willingness to develop the school's links with other schools and organisations</p> |  |
| Equal opportunities | <ul style="list-style-type: none"> <li>• A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity</li> </ul>   |  |
| Safeguarding        | <ul style="list-style-type: none"> <li>• A thorough understanding of up-to-date safeguarding requirements and best practice</li> </ul>  |  |



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| Other requirements | <ul style="list-style-type: none"><li>• High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.</li></ul> |  |
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Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.