

JOB DESCRIPTION

Unqualified Teacher

ABOUT HENLOW CHURCH OF ENGLAND ACADEMY:

Henlow is a highly popular and successful, purpose-built Academy located in an attractive rural setting in the middle of Bedfordshire. It is one of the 134 Church schools within the Diocese of St. Albans. The school converted to Academy Status in 2012 and the catchment area covers the parishes of Henlow (including Henlow Camp), Clifton, Langford and Meppershall. We work very closely with the five lower schools located in those villages, from whom we receive most of our children. We also have good, collaborative working with the other lower, middle and upper schools within our Learning Community.

We are all proud of Henlow Church of England Academy's ethos and of our values of **Honesty**, **Enthusiasm**, **Nurture**, **Love**, **Originality** and **Wisdom**, which underpin all activities and relationships within our school and our community.

POST: Unqualified Teacher

SALARY/GRADE RANGE: UQT 1

REPORTING TO: The Head of mathematics

RESPONSIBLE FOR: The progress and achievement of pupils and the promotion of the subject across the school.

LIAISING WITH: Other teachers, the Head of mathematics, teaching assistants, the SEND coordinator, other relevant teaching and support staff.

PURPOSE OF ROLE:

- To raise standards of pupil attainment and achievement at Henlow Church of England Academy.
- To work with other members of the department in developing and sharing good practice, improving the quality of learning and teaching and improving pupil progress and outcomes.
- To create a focused, happy and committed learning and working environment in which pupils feel secure and valued and want to achieve.

DUTIES OF THE ROLE:

General

Undertaking duties as required by the Teachers' Standards.

Encouraging pupils to develop and use their creativity, initiative, independence and responsibilities.

Maintaining discipline in accordance with the school's procedures, and encouraging good practice with regard to punctuality, behaviour and standards of work.

Enforcing the school's Behaviour Policy through excellent classroom management.

Building and developing relationships between the school and parents.

Curriculum

Contributing to curriculum areas.

Assisting in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies.

Planning and preparing courses and lessons, with oversight from teaching staff.

Using a variety of delivery methods, appropriate to pupils' needs and the demands of the syllabus, in order to create a stimulating learning environment.

Developing a curriculum area for enrichment activity.

Keeping up-to-date with changes in the curriculum and developments in best practice.

Keeping up-to-date with developments and ensuring that they are reflected in the faculty's practices.

Contributing to the whole school's planning activities.

Planning school trips relevant to the curriculum.

Teaching

Encouraging and supporting personal development amongst pupils.

Taking responsibility for the development and delivery of the curriculum.

Assisting in the tracking of student attendance and attainment.

Marking, grading and giving written/verbal and diagnostic feedback as required.

Maintaining appropriate records and providing relevant and up-to-date information to the senior leadership team and Head of Department.

Tracking student progress and using this information to inform teaching and learning and report to the SENCO and Head of Department.

Planning support for pupils, in accordance with the 0-25 Special Educational Needs (SEN) Code of Practice.

Contributing to the development of individual education plans and progress reports.

Ensuring effective communication with the parents of pupils.

Working with parents/carers of children with SEN and disabilities.

Staff development

Attending in-service training (INSET) and undertaking continuing professional development (CPD).

Supporting other staff members and engaging in a strong team.

Liaising internally with the senior management team and teaching/support staff.

Supporting teams in the effective/efficient deployment of teaching assistants.

Effectively directing the work of teaching assistants and reviewing their implementation.

Being actively involved in the performance management review process.

Additional duties

Actively supporting school activities, on occasion, such as educational trips, extra-curricular activities and clubs, and parents' evenings – which may require some out-of-hours availability.

Playing a full part in the school's community, supporting its vision and ethos, and being a good role model for all pupils.

Complying with the school's Equality Policy, Safeguarding Policy and Health and Safety Policy.

Liaising with parents and external parties.

To take on the role of Form Tutor carrying out all the associated duties as set out in the Job Description for Form Tutor.

To undertake playground supervision, bus duty or other necessary duties on a weekly basis and to be prompt and effective in doing so.

To undertake cover lessons as directed by the Cover Supervisor.

Participating in appropriate meetings with colleagues and parents, relative to the above duties.

To undertake any other reasonable duties related to the scope and grading of the role and comply with any reasonable request to undertake work of a similar level that is not specified in this job description.

Note:

- Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified.