# Westfield Arts College

# Job Description

**Title of Post:** Teacher

**Hours:** 4 day contract (including INSET days)

**Salary Arrangements**: Main Pay Range (MPR) + SEN allowance (minimum)

**Subject to:** Annual review (through Teacher Appraisal)

**Responsible to:** Team Leader (with delegated responsibility from Headteacher)

***General Provisions****:*

This post relates to the statutory conditions of employment of school teachers in England contained in the School Teachers’ Pay and Conditions Document (latest version). The duties assigned to this post are set out below. These may be reviewed and amended in consultation with the post holder in light of any changes to the requirements and priorities within the school.

**Time Allowance:**

Ten percent (or a proportionate amount according to hours worked in a part-time role) will be provided within timetabled time for planning, preparation and assessment (PPA) in respect of this role.

***Key Responsibilities:***

**A) Responsibilities as a Class Teacher**

**B) General Responsibilities**

**C) Responsibilities as lead for a curriculum area**

1. **Responsibilities as a Class Teacher:**
2. To undertake a part-time or full-time teaching commitment with pupils; to plan and teach an agreed timetable of lessons and courses appropriate to the post, using effective teaching and learning strategies.
3. To assess, record and report on pupil progress and attainment, in line with National Curriculum requirements and the schools’ assessment policy; to organise and administer tests, examinations and accreditation as required; to participate in the Annual Review process by writing reports, attending review meetings and writing an annual report.
4. To have responsibility for a class or tutor group if required, meeting their pastoral needs and monitoring their individual educational programmes and progress; to maintain good order and discipline following the Therapeutic Behaviour policy to ensure the safeguarding of all pupils.
5. To provide an example of effective teaching practice, including preparation, planning, classroom management and maintaining effective working relationships with pupils and colleagues; to follow the routines and systems at Westfield (assemblies, events, registering attendance, supervision of students on placements, visiting professionals etc.)
6. To liaise with the Leader of Learning and other appropriate staff to monitor and revise the curriculum; to be involved in planning across Key Stages and phases, reviewing methods of teaching and programmes of work, ensuring continuity and avoiding duplication.
7. To ensure there are appropriate Schemes of Work and effective teaching strategies that meet the needs of all pupils.
8. To address objectives identified in the pupils’ Education, Health and Care Plan (EHCP) through the development, implementation and regular monitoring of short-term targets, individualised to the needs of the child, that ensure good progress in learning and development.
9. To establish good relationships with parents and carers and to liaise with and report to them formally and informally.
10. To attend additional meetings and prepare interim reports for individual pupils as required.
11. To organise the effective deployment and direction of teaching assistants, other professionals, students and visitors within the classroom, as required.
12. To attend full staff, team and other professional meetings within directed time and to participate fully in the arrangements for break and other duties in line with school policy; to take part in the review and development of activities related to the curriculum, organisation and pastoral functions of the school through the College Improvement Plan.
13. **General Responsibilities**:
14. To adhere to safeguarding procedures and policy.
15. To adhere to school policies and the code of conduct.
16. To liaise with parents/carers, therapists, Educational Psychologists, Attendance Officers and colleagues from Social Care, NHS, or elsewhere in line with school policy and to work collaboratively to best provide for our pupils.
17. To participate fully in the school’s programmes for Professional Development and Teacher Appraisal in line with school policies.
18. To stay informed of general curriculum developments and research, including government policy and any reports from statutory bodies, considering their implications for the school.
19. To participate in the school’s programme of inclusive activities, inreach and outreach into mainstream schools as appropriate.
20. To organise and participate in additional activities for pupils as appropriate (educational visits, residential trips, clubs and off-site activities).
21. **Responsibilities as lead for a curriculum area:**
22. To manage and co-ordinate an agreed curriculum area throughout the school (including leading its strategic development), providing guidance and activities to colleagues.
23. To lead the curriculum area through motivating and encouraging colleagues and celebrating achievement.
24. To monitor a budget for the agreed curriculum area and bid for additional resources as required in line with school procedures.

1. To establish and maintain a resource bank or inventory of resources and equipment to meet the needs of this area.
2. To monitor progress and evaluate effectiveness in the agreed curriculum area.
3. To track the performance of pupils within the curriculum area, making judgements about progress, and identifying and addressing areas for development.
4. To stay informed of developments within the curriculum area, attending relevant meetings and training courses where possible, reporting back to and advising colleagues, considering any implications for further developments in school (including resource implications).
5. To participate in school-based curriculum development and self-evaluation activities, including the review and further development of policy documents, schemes of work (including long and medium-term plans) etc.

This job description sets out the duties of the post at the time it was prepared, and such duties may vary over time without changing the general character of the duties at the level of responsibility described. Such variations are a common occurrence and cannot themselves justify a re-grading of the post.

*The Post Holder will carry out those duties that would be deemed reasonable in respect of the post outlined above. This job description does not define in detail all duties and responsibilities of the post. These will be reviewed annually as a part of appraisal arrangements and amendments will be made in consultation.*

***June 2025***