



# Harting Church of England Primary School

## Job description: UPS Teacher

This job description may be amended at any time, following discussion between the Headteacher and the member of staff, and will be reviewed annually as part of the appraisal process.

This job description should also be read in conjunction with the following documents:

- Staff Code of Conduct
- Staff acceptable use policy.

## Main purpose

The teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- Meet the expectations set out in the Teachers' Standards

## Duties and responsibilities

### Teaching

- › Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- › Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- › Adapt teaching to respond to the strengths and needs of pupils
- › Set high expectations which inspire, motivate and challenge pupils
- › Promote excellent progress and outcomes by pupils
- › Demonstrate excellent subject and curriculum knowledge
- › Demonstrate their quality of teaching is 'good' to 'outstanding'
- › Participate in arrangements for preparing pupils for external tests

### Whole-school organisation, strategy and development

- › Make a positive contribution to the wider life and ethos of the school
- › Work with others on curriculum and pupil development to secure co-ordinated outcomes
- › Provide cover, in the unforeseen circumstance that another teacher is unable to teach

### Health, safety and discipline

- › Promote the safety and wellbeing of pupils
- › Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- › Follow the school's behavior policy at all times.
- › Work in line with the Staff Code of Conduct at all times.

### Professional development

- › Take part in the school's appraisal procedures
- › Take part in further training and development in order to improve own teaching
- › Take part in the appraisal and professional development of others, where appropriate
- › Identify own areas for training and development and address this accordingly.

### Communication

- › Communicate effectively with pupils, parents and carers

### Working with colleagues and other relevant professionals

- › Collaborate and work with colleagues and other relevant professionals within and beyond the school
- › Develop effective professional relationships with colleagues

## Personal and professional conduct

- › Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- › Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- › Understand and act within the statutory frameworks setting out their professional duties and responsibilities
- › Adhere to the schools staff code of conduct at all times.

## Management of staff and resources

- › Direct and supervise support staff assigned to them, and where appropriate, other teachers
- › Contribute to the recruitment and professional development of other teachers and support staff
- › Deploy resources delegated to them

## Safeguarding

- › Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- › Work with the designated safeguarding lead (DSL) and Deputy to promote the best interests of pupils, including sharing concerns where necessary
- › Promote the safeguarding of all pupils in the school
- › Follow school policies and procedures around safeguarding at all times.
- › With appropriate training, carry out intimate care inline with the school's intimate care policy and any written care plans.

## Additional areas of responsibility for the upper pay range (UPR)

- › Contribute significantly to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's vision and values
- › Have extensive knowledge of their curriculum areas and related pedagogy and assessment
- › Provide a critical role in the life of the school
- › Be a role model for teaching and learning
- › Make a distinctive contribution to the raising of pupil standards
- › Take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning
- › Lead on teaching and learning, and pedagogy and curriculum initiatives within your subject areas of responsibility.
- › Provide pastoral care as required and being aware of mental health and wellbeing needs
- › Provide advice, coaching and mentoring to other teachers in order to help them develop and meet the relevant standards
- › Regular monitor and evaluate the effectiveness of the teaching of assigned curriculum areas of responsibility.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

This job description may be amended at any time in consultation with the postholder.

## Person specification

CRITERIA	QUALITIES
<b>Qualifications and experience</b>	<ul style="list-style-type: none"><li>• Qualified teacher status</li><li>• Degree</li><li>• Successful teaching experience</li></ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"><li>• Highly competent in all elements of the Teachers' Standards</li><li>• Achievements and contribution to educational settings are substantial and sustained</li><li>• An excellent knowledge of the National Curriculum</li><li>• An excellent knowledge of effective teaching and learning strategies</li><li>• An excellent understanding of how children learn</li><li>• Extensive knowledge of how to adapt teaching to meet pupils' needs</li><li>• Ability to build effective working relationships with pupils</li><li>• An excellent knowledge of guidance and requirements around safeguarding children</li><li>• Extensive knowledge of effective behaviour management strategies</li><li>• Extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subject/curriculum area you teach</li><li>• A more developed knowledge and understanding of your subject/curriculum area and related pedagogy, including how learning should progress</li><li>• Flexible, creative and adept at designing learning sequencing within and across lessons as part of the curriculum</li><li>• Good ICT skills, particularly using ICT to support learning</li><li>• Proven track record of supporting and improving the teaching of others.</li></ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"><li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li><li>• High expectations for children's attainment and progress</li><li>• Ability to work under pressure and prioritise effectively</li><li>• Commitment to maintaining confidentiality at all times</li><li>• Commitment to safeguarding and equality</li></ul>

**Last review date:** March 2025

**Next review date:** July 2026

**Headteacher/line manager's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Postholder's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

