**Job Description**

**Job Title:** Upper Scale Teacher

**Location:** Ormiston Sir Stanley Matthews Academy

**Hours of work:** Full time as specified within the STPCD

**Salary:** UPS 1-3

**Reports to:** Subject Specific Line Manager

**Responsible for:** Teacher of subject(s)

As an Upper Pay Range Teacher you are required to be competent in all elements of the Teacher Standards, to discharge the Teachers Responsibilities as set out in the Contractual Framework for Teachers of the School Teachers Pay and Conditions Document and to act in accordance with the School’s ethos, policies and practices, under the direction of the Principal.

1. Teaching
   1. Plan and teach lessons and sequences of lessons to the class(es) you are assigned to teach within the context of the School’s plans, curriculum and schemes of work in order to achieve target levels of pupil attainment, progress and outcomes.
   2. Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
   3. Set and mark work to be carried out by the pupil in school and elsewhere.
   4. Participate in arrangements for preparing pupils for external examinations.
2. Whole school organisation, strategy and development
   1. Contribute to the development, implementation and evaluation of the School’s policies, practices and procedures in such a way as to support the School’s values and vision.
   2. Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.
   3. Supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do so. (You will only rarely be required to provide such cover in circumstances that are not foreseeable).
3. Health, safety and discipline
   1. Promote the safety and well-being of pupils in accordance with the School’s Child Protection and other relevant policies.
   2. Maintain good order and discipline among pupils in accordance with the School behaviour policy.
4. Management of staff and resources
   1. Direct and supervise support staff assigned to you and, where appropriate, other teachers.
   2. Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
   3. Deploy resources delegated to you in accordance with School policies.
5. Professional development
   1. Participate in arrangements for the appraisal and review of your own performance and, where appropriate, that of other teachers and support staff.
   2. Participate in arrangements for your own further training and professional development and, where appropriate, that of other teachers and support staff including induction.
6. Communication
   1. Communicate with pupils, parents and carers in accordance with the School ethos, policies and practice.
7. Working with colleagues and other relevant professionals
   1. Collaborate and work with colleagues and other relevant professionals within and beyond the School.
   2. Participating in administrative and organisational tasks, including the direction or supervision of persons providing support for the teachers in the School, which require the exercise of your professional skills and judgment.
8. Fulfil wider professional responsibilities
   1. Make a positive contribution to the wider life and ethos of the School.
9. Upper Pay Range Accountabilities
   1. Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation.
   2. Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.
   3. Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects/curriculum areas you teach, including those related to public examinations and qualifications.
   4. Have up-to-date knowledge and understanding of the different types of qualifications and specifications and their suitability for meeting learners’ needs.
   5. Have a more developed knowledge and understanding of your subjects/curriculum areas and related pedagogy including how learning progresses within them than a Main Pay Range teacher.
   6. Have sufficient depth of knowledge and experience to be able to give advice to colleagues on the development and well-being of children and young people.
   7. Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge.
   8. Provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice in order to help them meet the relevant standards and develop their teaching practice.
   9. Take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils’ learning.

Specific details of the accountabilities (e.g. which workplace policies under paragraph 9.1 above that the post holder will contribute to implementing and promoting) should be recorded below and reviewed annually by the appraiser.

This job description and related documents provides the standards and framework for Performance Management Objectives for a Main Pay Range Teacher which will be set under the School’s Appraisal Policy before, or as soon as practicable after, the start of each appraisal period. The objectives set will be specific, measurable, achievable, realistic and time-bound and will be appropriate to the teacher’s role and level of experience. The appraiser and appraisee

will seek to agree the objectives but, if that is not possible, the appraiser will determine the objectives. Objectives may be revised if circumstances change. The objectives set for each teacher will, if achieved, contribute to the School’s plans for improving the School’s educational provision and performance and improving the educational opportunities of pupils at that School.

**Performance management**

Participating in the Academy’s arrangements for performance management, professional development and the Academy’s arrangements for quality assurance and internal verification.

**Equal Opportunities**:

To promote equal opportunities in Education in Order that all children and families will gain optimum benefit from the service provided.

To promote and ensure that all students and young people are happy, healthy, safe, successful and achieve economic wellbeing.

**Generic Staff Requirements:**

* Uphold the professional standards expected of every member of Academy staff in all dealings with colleagues, students, parents / carers and the wider community.
* Adhere to the principles expressed in the aims of the Academy and its mission statement.
* Actively contribute to the continued development of the Academy by attending training, participating in relevant meetings, and putting forward ideas for improvement.
* Be a positive, collaborative team member.
* Apply Academy policies in all aspects of the role.
* Keep up to date with all aspects of the Child Protection Policy as it applies to the post.
* Undertake any other duties commensurate with the post or as directed by the Principal.

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

This job description is current at the date shown but, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

All post holders are accountable through Ormiston Sir Stanley Mathews Academy Performance Management Policy. The Governors and Principal of Ormiston Sir Stanley Mathews Academy are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place.

Ormiston Sir Stanley Matthews Academy is committed to safeguarding and promoting the welfare of its students and expect all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and a DBS check.

Due to the nature of this job, it will be necessary for the appropriate level of Criminal Record Disclosure to be undertaken. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, the post holder is not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act, and any failure to disclose such convictions will result in dismissal or disciplinary action by the Academy. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this post.

We promote diversity and want a workforce which reflects the population of Staffordshire. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age or disability.

This job description will be reviewed annually. The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the Academy.

Signed:………………………………………………………………

Dated:…………………………………………………………………