**WILLOWFIELD SCHOOL**

**JOB DESCRIPTION FOR TEACHERS ON TEACHERS PAY SPINE/**

UPPER PAY SPINE

**Responsible:**

* To work under the direction of the Curriculum Leader.
* To follow the guidelines as set out in the School Improvement Plan, Department Handbook and School Policies.
* To ensure high quality teaching and learning and be responsible for outcomes in all classes allocated

The postholder will report to: Curriculum Leader

The postholder will teach: up to 42 periods per 10 day cycle (pro rata for part time teacher) Unless an NQT (up to 37 periods per cycle)

**Main Tasks**

1. The preparation and teaching of appropriately differentiated lessons together with the marking of work arising out of the lessons. The regular setting and marking of homework following the school/department policy.
2. To follow the schemes of work as required by the Curriculum Leader.
3. The assessment and recording of pupil progress as required by the National Curriculum, GCSE, school and departmental policy.
4. To ensure good discipline in the classroom so that effective learning may take place and to follow the school/departmental policy for rewards and sanctions.
5. Maintaining the classroom as a good learning environment including the display of students’ work and other material to stimulate pupil interest. A general responsibility for condition of learning materials, equipment, furniture and fittings in the classroom.
6. To attend departmental meetings and to play an active role in the work of the department.
7. Attending parents’ consultation evenings and cause for concern meetings etc. as appropriate.
8. To have regard for and promote the School’s Equal Opportunities Policy and help students celebrate their own cultures and live in a multi-cultural society.
9. To be a form tutor and carry out the duties described in that job description
10. To contribute to the school’s extra-curricular provision.
11. To contribute to departmental and school developments and review.
12. To participate in performance management.
13. To participate in appropriate training and development opportunities.
14. To follow all other appropriate school/departmental policies including those related to safeguarding and health and safety
15. Other tasks as negotiated/delegated by the Curriculum Leader.

***In addition, teachers on Upper Pay Spine will be expected to undertake additional responsibilities commensurate with the requirement to make a “substantial and sustained” contribution to the school.***

Willowfield School

Posts on Teachers Pay Spine/Upper Pay Spine

# Person Specification and Selection Criteria

## Education and Training

1. Qualified teacher status with DfE number.
2. Qualification in a relevant subject.
3. Participation in relevant Continuing Personal Development.

**Experience – A successful record of:**

1. Teaching in a multi-cultural school.
2. Lesson preparation.
3. Marking and assessing students’ work regularly, effectively and accurately.
4. Managing student behaviour effectively.

**Skills – The ability to:**

1. Communicate effectively orally and in writing to a range of audiences.
2. Build effective relationships with students, parents and colleagues.
3. Participate in discussions in an informed and sensitive manner.
4. Maintain a physical environment that promotes learning.
5. Upper Pay Spine teachers - Make an extended contribution to aspects of school improvement.

**Knowledge and Understanding of:**

1. The ways in which students learn effectively.
2. Conversant with National Curriculum especially as it relates to their own subject and other current educational developments, issues and implications.
3. An understanding of the needs of young people in an urban area such as Waltham Forest.

**Personal Qualities**

1. Good attendance and punctuality.
2. Hard working, flexible and reliable.
3. A genuine commitment to and liking for young people, and high expectations for their progress and welfare.
4. A willingness to be involved in extra-curricular activities.
5. An understanding of and a commitment to the role of a teacher in relation to care, guidance and support.
6. A commitment to the principles of equality of opportunity and a practical understanding of its implementation.

**Safeguarding**

1. A demonstrable commitment to ensuring young people stay safe, an understanding of good practice in relation to this and the implications for this post.