



**GREENSIDE**  
Job Description – Teacher at Greenside  
2018 - 2019

Post:	Class Teacher
Salary and grade:	Main pay scale range
Line Manager/Appraiser:	Member of Leadership Group
Accountable to:	Head of School, Executive Head & Local Governing Body (GGL)

Staff Responsibilities: The post-holder may be responsible for the deployment and supervision of the work of support staff relevant to their responsibilities.

**Main Purpose of job:**

- Contribute to the visions and ethos of Breaking Boundaries for students. Ensuring 'Learning is Everything and Everything is Learning'.
- Actively develop our model in collaboration with colleagues; take risks and develop pedagogy across our different learning experiences both in class and vertical groups.
- Inspire and motivate all members of our Greenside community with a sense of excitement about learning and a relentless belief in what our students and staff can achieve.
- Be responsible for the learning, achievement and progress of all students in the class ensuring equality of opportunity for all.
- Be responsible for the learning, achievement and progress of all students in Experiential Learning Groups at Greenside: Crew Days and Specialisms etc.
- Be responsible and accountable for achieving the highest possible standards in work and conduct.
- Treat students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.
- Work proactively and effectively, contributing to the Greenside Community, in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of students.
- To contribute positively and work in partnership with Griffin and Lena Gardens as part of the GGL Federation; sharing responsible for student progress and attainment across the Federation.
- To work proactively as part of The Elliot Foundation MAT to support students across the Trust.
- Act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current School Teachers Pay and Conditions Document and Teacher Standards (2015).
- Take responsibility for promoting and safeguarding the welfare of students and within Greenside.

**Duties and responsibilities**

All teachers are required to carry out the duties of a schoolteacher as set out in the current School Teachers Pay and Conditions Document. Teacher should also have due regard to the Teacher Standards (2015). Teachers' performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in the school.

**Teaching**

- Plan and deliver a linked, holistic, innovative and dynamic Greenside Experiential Learning Model including the integrated strands SMSC sessions, ICB, Critical Thinking and Student Leadership. Ensure our students are World Ready and Test Ready through the Arts.
- Deliver our Experiential Learning Model as relevant to the age and ability group/subject/s that you teach on STAR days, Crew Days and Growing Generation Days.

- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate using a holistic linked learning model.
- Be accountable for the attainment, achievement, progress and outcomes of all of the students you teach constantly closing any gaps.
- Be aware of students' capabilities, their prior knowledge and plan teaching, personalise appropriately to build on these demonstrating knowledge & understanding of how students learn.
- Have a clear understanding of the needs of all students, including those with special educational needs; High Attainers; EAL; FSM; Pupil Premium, disabilities; and be able to use and evaluate distinctive and inspiring teaching approaches to engage and support them.
- Demonstrate an excellent understanding of and take responsibility for promoting high standards of English in reading, writing and spoken language work, Maths, Science and all elements of the ICB ensuring a linked approach and across all strands of students' learning.
- Plan learning through use of Flips, which are annotated, saved & shared with all other colleagues. Develop own use of ICT to develop our curriculum in STAR & Crew Days.
- Make accurate and productive use of assessment to secure students' progress.
- Give students regular feedback, both orally and through accurate marking, and encourage students to respond to the feedback, reflect on progress, their emerging needs and to develop a real independence to their learning.
- Use relevant data to monitor progress, set targets, and plan subsequent Learning Experiences.
- Set Home Learning activities as appropriate (according to Greenside policy) and plan other innovative and exciting out-of-class activities to consolidate and extend the knowledge and understanding students have acquired.
- Ensure an excellent understanding of the NC, DfE initiatives, assessments and Tests.
- Participate in arrangements for examinations and assessments within the remit of the School Teachers' Pay and Conditions Document.

### **Behaviour and Safety**

- Establish a safe, purposeful and stimulating environment for students, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, rewards and appropriate sanctions consistently and fairly.
- Lead and manage classes effectively, using approaches which are appropriate to students' needs in order to inspire, motivate and challenge students.
- Maintain excellent relationships with students, exercise appropriate authority, and act decisively when necessary.
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour which are expected of students.
- Have high expectations of behaviour, promoting self-control and independence of all students.
- Carry out playground and other duties as directed within the remit of current School Teachers' Pay and Conditions Document.
- Be responsible for promoting and safeguarding the welfare of students within the school, raising any concerns following school protocol/ procedures.
- Adhere to all Safeguarding protocols including student safety, attendance, Health & Safety, e-safety and ICT.

### **Team working and collaboration**

- Participate in any relevant meetings/ professional development opportunities at Greenside, which relate to our students, Learning Model or organisation of Greenside including pastoral arrangements and Board Meetings.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- Contribute to the CPD of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments.

- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil.
- Take part as required in Greenside's School Self-Evaluation – review, development and management of the activities relating to the our Experiential Learning Model, organisation and pastoral functions of the school and to the School Improvement Plan.
- Contribute to all aspects of GGL and The Elliot Foundation ethos and participate in projects, meetings and other joint opportunities with partner schools.
- Cover the absent colleagues within the remit of the current School Teachers' Pay and Conditions Document.

### **Fulfil wider professional responsibilities**

- Work collaboratively with others to develop effective professional relationships.
- Deploy support staff effectively as appropriate.
- Communicate effectively with parents/carers with regard to students' achievements and well-being using Greenside and GGL systems/processes as appropriate.
- Communicate and cooperate with relevant external bodies.
- Make a positive contribution to the wider life and ethos of the GGL Federation and TEF as well as contribute to the special ethos and culture of Greenside – Inspire, Challenge and Nurture.

### **Administration**

- Register the attendance of and supervise students, before, during or after school sessions as appropriate.
- Participate in and carry out any administrative and organisational tasks within the remit of the current School Teachers' Pay and Conditions Document.

### **Professional development**

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on students' progress, attainment and well-being, refining your approaches where necessary responding to advice and feedback from colleagues.
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by Greenside or as developed as an outcome of your appraisal.
- Proactively participate with arrangements made in accordance with the Appraisal Regulations 2013.

### **Other**

Ensure your attendance and punctuality is excellent at all times.  
 Consider any CPD opportunities across GGL Federation and other TEF schools,  
 Enjoy and feel fulfilled and inspired to be working at Greenside.  
 Perform any reasonable duties as requested by the Executive Head.

### **Review**

This job description is not exclusive and may be amended from time to time by agreement between the Executive Head and the member of staff. The job description will be reviewed annually by agreement between the Executive Head and the member of staff.

This job description is not your contract of employment or any part of it.

It may change either as your contract changes or as the organisation of Greenside is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but reviewed annually.

Signature of Post Holder:

Date:

Signature of Executive Head:

Date:

Signature of Chair of Governors:

Date: