

Newly Qualified Teacher Job Description:

Post Title	Newly Qualified Teacher
Scale	Main Pay Scale
Conditions of Employment	School Teachers' Pay and Conditions Document
Disclosure level	Enhanced with barring
Responsible to	
Liaising with	Governing Body, Headteacher, Leadership Team, Teachers, Associate Staff, Support Services, External Agencies, Parents and Stakeholders
Purpose	To ensure high quality education for all pupils in a designated class and improve the quality of learning and standards of achievement. To carry out the professional duties of a teacher as set out in the current edition of the School Teachers' Pay and Conditions Document.
Key Tasks	
Safeguarding	Be responsible for promoting and safeguarding the welfare of children and young people within the school raising any concerns about pupils, staff, or other people connected to the school following school policy, protocol, and procedures at all times.
Main Duties and Responsibilities	<ol style="list-style-type: none"> 1. Meet the requirements of the Professional Standards for Teachers 2. Ensure the highest standards of teaching and learning within the school 3. Have due regard to the requirements of the National Curriculum, school policies and directions given by the Headteacher and Governing Body 4. Knowledge and understanding of the Code of Practice on the identification and assessment of special educational needs and implement and keep records on individual education plans for pupils 5. Monitor the impact of effective teaching on standards of attainment and pupil progress 6. Carry out the duties of a teacher as outlined within this job description and with regard to Teachers' Pay and Conditions Document and Teacher Standards
Teaching, Learning and Assessment	<ol style="list-style-type: none"> 1. Plan and teach lessons and sequences of lessons to the classes they are assigned to teach within the context of the school's plans, curriculum and schemes of work 2. Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils. Adapt teaching to respond to the strengths and needs of pupils 3. Set high expectations which inspire, motivate and challenge pupils 4. Promote good progress and outcomes by pupils 5. Demonstrate good subject and curriculum knowledge 6. Administer end of KS testing and assessment where appropriate 7. Develop and demonstrate specialist teaching strategies consistently within the classroom 8. Maintain a sound knowledge of statutory curriculum requirements and the requirements for assessment, recording and reporting pupil progress

Behaviour and Safety	<ol style="list-style-type: none"> 1. Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect 2. Establish a framework for good order and discipline, using a range of strategies, including praise, sanctions and rewards consistently and fairly in line with the school behaviour policy 3. Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge 4. Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary 5. Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils 6. Have high expectations of behaviour, promoting self-control and independence in all learners
Team Working and Collaboration	<ol style="list-style-type: none"> 1. Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school, including pastoral arrangements and assemblies 2. Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them 3. Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil, including direction and supervision of support staff 4. Take part, as required, in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school 5. Make best use of the school's mentoring support and reflect on own practice to support improvement 6. Maintain a positive and constructive partnership with parents and the local community 7. Share responsibility for ensuring staff well-being across the school
Other Professional Requirements	<ol style="list-style-type: none"> 1. Establish effective working relationships and effective communication with professional colleagues 2. Set a good example to the pupils through your presentation, personal and professional conduct 3. Take responsibility for your own professional development, including knowledge of school policies and procedures, engaging in arrangements for the review of your own performance 4. Liaise effectively with parents and carers and other agencies 5. To constantly seek strategies that will bring about improvement in your practice 6. To work as part of a team in the delivery of a creative and stimulating curriculum 7. Deploy support staff effectively as appropriate 8. Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate 9. Communicate and co-operate with relevant external bodies 10. Contribute to the whole school's planning activities 11. Make a positive contribution to the wider life and ethos of the school