Job Title: Teacher

Post Number:

Service / Section: Learning – Ysgol Gyfun Llangefni

Grade: Teacher's Pay Scale

Overall Job Purpose:

To carry out the professional duties of a teacher as required by the professional standards for teachers as circumstances may require and in accordance with the school's policies under the direction of the Headteacher. To be responsible for the learning and achievement of pupils and ensuring equality of opportunity for all.

Teachers' professional duties and responsibilities are outlined in the School Teachers' Pay and Conditions (Wales) Document.

General: *To comply with the local authority's Corporate Safeguarding Policy and the safeguarding duties and responsibilities which that policy places on every employee, aligning with the core values of the Authority which includes supporting children, adults who may be at risk and their families to keep them safe and healthy.*

Main Duties / Responsibilities:

1. Ensure effective teaching and best use of available time
2. Deliver the curriculum as relevant to the age and ability group/subject/s that you teach
3. Be accountable for the attainment, progress and outcomes of pupils' you teach
4. Developing schemes of work and lesson plans in line with curriculum objectives, and differentiate appropriately with a view to promoting the development of the abilities and aptitudes of the pupils.
5. Assessing, recording and reporting on the development, progress, well-being and attainment of pupils.
6. Give pupils regular feedback, both orally and through accurate marking, and where necessary, encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study.
7. Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate
8. Participate in arrangements for preparing pupils for examinations and assessments, assessing pupils for the purposes of such examinations and recording and reporting such assessments; and participating in arrangements for pupils presentation for, and conducting, such examinations.
9. Communicate and liaise effectively with parents/carers with regard to pupils' achievements and well-being and preparing and presenting informative reports.
10. Work proactively and effectively in collaboration and partnership with governors, other staff and external agencies in the best interests of pupils.
11. Be responsible for the preparation and development of teaching materials, teaching programmes, and

pastoral arrangements as appropriate.

12. Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.
13. Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
14. Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures.
15. Attend meetings and participate in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
16. Register the attendance of and supervise learners, before, during or after school sessions as appropriate.
17. Participating in administrative and organisational tasks within the remit of the current School Teachers' Pay and Conditions Document, including the direction or supervision of persons providing support for the teachers in the school; and attending assemblies.
18. To have professional regard for the ethos, policies and practices of the school in which you teach.
19. Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.

Person Specification:	**Essential (E) Desirable (D)**
Education and Training	
The minimum educational requirements/professional or vocational qualifications for the post:	
1. Degree level qualification	**E**
2. Professional Teaching Qualification (e.g. PGCE)	**E**
3. Additional qualification in a relevant specialised area	**D**
Any specific training required for the post including Certification:	
1. Evidence of continuous professional development	**E**
2. Experience of teaching relevant key stage/subject area	**D**
3. Experience of teaching across a range of key stages	**D**
Key Competence Requirements	
Job related knowledge:	
1. Professional knowledge of what constitutes high quality and standards in teaching and learning	**E**
2. Professional understanding of inclusion and strategies for engaging all learners	**E**
3. Professional understanding of safeguarding within a school setting	**E**
4. Current understanding of curriculum, subject area and assessment of pupil progress	**E**

Specific skills: 1. Ability to write reports, keep accurate records and effective organisational skills 2. Ability to work well with a range of audiences, including parents/carers and other professionals 3. Confident and competent in the use of ICT 4. Ability to use a positive approach to promote learning and excellent behaviour 5. Understand procedures and legislation relating to Confidentiality. 6. Exceptional communication skills, orally and in writing in Welsh and English. **Personal attributes:** 1. Commitment to pupils and their learning, wellbeing and safety 2. Ability to establish rapport and respectful and trusting relationships with children, their families, carers and other adults 3. Self-evaluative and adaptable to changing circumstances and new ideas 4. Ability to prioritise workloads 5. Ability to work effectively and supportively within the school team	**E** **E** **E** **E** **E** **E** **E** **E** **E** **E** **E**

Position in the Organisation:	
Reports to:	The Headteacher
Staff Supervised:	

Working Arrangements and Conditions:	
Working Week:	Monday - Friday
Identified Work Base:	Ysgol Gyfun Llangefni
Contracted Hours:	Full Time

Language Requirements

Welsh Language Skills (Please see the skills framework attached)

Listening (Tick One)		Level 1 ☐	Level 2 ☐	Level 3 ☐	Level 4 ☐	Level 5 ☒
Reading (Tick One)	Level 0 ☐	Level 1 ☐	Level 2 ☐	Level 3 ☐	Level 4 ☐	Level 5 ☒

Speaking (Tick One)		Level 1 ☐	Level 2 ☐	Level 3 ☐	Level 4 ☐	Level 5 ☒
Writing (Tick One)	Level 0 ☐	Level 1 ☐	Level 2 ☐	Level 3 ☐	Level 4 ☐	Level 5 ☒
English Language Skills (Please see the skills framework attached)						
Listening (Tick One)	Level 0 ☐	Level 1 ☐	Level 2 ☐	Level 3 ☐	Level 4 ☐	Level 5 ☒
Reading (Tick One)	Level 0 ☐	Level 1 ☐	Level 2 ☐	Level 3 ☐	Level 4 ☐	Level 5 ☒
Speaking (Tick One)	Level 0 ☐	Level 1 ☐	Level 2 ☐	Level 3 ☐	Level 4 ☐	Level 5 ☒
Writing (Tick One)	Level 0 ☐	Level 1 ☐	Level 2 ☐	Level 3 ☐	Level 4 ☐	Level 5 ☒

Flexibility

Your attention is drawn to the fact that in some cases particular duties and responsibilities are difficult to define and may vary from time to time without changing the general character of the duties and level of responsibilities entailed. In addition, it is a requirement of all employees that they accept elements of flexibility in duties and responsibilities and when necessary interchange within the organisation which will meet the changing needs and demands of the service. Such a requirement will enable the particular expertise of the post-holder to be developed and maximised to the mutual benefit of both employer and employee.

Date of preparation of this job description document: August 2022

Language Skills – Workplace Assessment Levels

(i) Listening

0	No skills
1	Able to understand basic enquiries in Welsh /English
2	Able to understand a basic social conversation in Welsh / English
3	Able to follow routine conversations involving work between fluent Welsh / English speakers
4	Able to follow the majority of conversations involving work including group discussions
5	Able to understand all conversations involving work

(ii) Reading

0	No skills
1	Able to read basic words and phrases, e.g. signs or short and simple notes
2	Able to read basic material involving work (slowly)
3	Able to read routine material with a dictionary
4	Able to read the majority of material in own area
5	Able to understand all material involving work

(iii) Speaking

0	No skills
1	Able to conduct a general conversation [greetings, names, saying, placenames]
2	Able to answer simple enquiries involving work
3	Able to converse with someone else, with some hesitancy, regarding routine work issues
4	Able to speak the language in the majority of situations using some Welsh / English words
5	Fluent – able to conduct a conversation and answer questions, for an extended period of time where necessary

iv) Writing

0	No skills
1	Able to write basic messages
2	Able to answer simple correspondence with assistance
3	Able to draft routine text, with editing assistance
4	Able to prepare the majority of written material related to the area, with some assistance in terms of revision
5	Skilled – able to compete written work without the need for revision

Mae'r ddogfen yma ar gael yn Gymraeg / This document is available in Welsh