

## **JOB DESCRIPTION**

**Post Title** : Teacher  
**Responsible to** : Curriculum Area Leader / Senior Tutor  
**Allowance** : Teacher Pay Scale

### **TEACHING AND LEARNING**

**Teaching** - Including planning, preparing resources, courses, and lessons. This to include cross curricular provision.

**Organisation** - Maintain an orderly and pleasant environment in which staff and students can work effectively.

**Management of Student Behaviour** - Motivating and encouraging students in line with School Policies on Attendance, Rewards and Health & Safety. Maintaining good order and discipline among students and ensuring their health and safety at all times.

**Assessment** - Marking, assessing, recording, and reporting.

**Student Support** - Undertaking responsibility as Tutor to a group of students and delivering appropriate support and guidance.

**Cover** - Teaching any students as fair and reasonable but flexible, whose teacher is not available to teach them, according to the local agreements.

**Development** - Participating in further training and reviewing methods of teaching and programmes of work.

**Evaluation** - Taking part in review, development and management of activities relating to the curriculum and organisation of the school.

**Administration** - Participation in administrative and organisational tasks related to the above duties including the supervision of persons providing support for teachers and the ordering and allocation of equipment and materials. Registering students and attending assemblies, writing references.

### **GENERAL**

**Marketing and Recruitment** - to work within the school framework and policy.

**Performance Management** - Participating in arrangements made in accordance with the School PM arrangements regarding yourself and others.

**Management** - Contributing to the selection and development of teaching and support staff including those new to the School. Co-operating with and co-ordinating the work of other teachers and support staff.

**Community** - Participation in and supporting the day to day and special community arrangements and activities.

**Meetings** - Participating in meetings relating to the curriculum, administration, and organisation of the School.

**Other Duties** - Undertake other duties, from time to time, as reasonably required by the Principal.

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### **ADDITIONAL RESPONSIBILITIES**

This Job Description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation and should be read in context of current Academy policies. The post holder is expected to undertake the duties of a school teacher according to the current Teachers Pay and Conditions Document.

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced check with the Disclosure and Barring Service.