**The Halifax Academy - Job Description**

**Post:** Classroom Teacher

**Responsible to:** Director of Faculty

**Core Purpose:**

To deliver the curriculum effectively to secure improvements which raise levels of student aspiration and achievement.

**Key Accountabilities – Teaching Post – (refer to national teaching standards)**

* Demonstrate good or outstanding subject and curriculum knowledge.
* Plan and teach well-structured lessons adhering to the Academy’s teaching and learning policy.
* Set high expectations which inspire, motivate and challenge students.
* Be accountable for students’ attainment, progress and outcomes.
* Be responsible for creating, resourcing and sharing schemes of work and lesson plans.
* Promote high standards of literacy, numeracy and communication skills across the curriculum.
* Guide students to reflect on their progress and emerging needs – adhering to the Academy’s marking policy.
* Adapt teaching to respond to the strengths and needs of all pupils – using appropriate differentiation and individual targets.
* Make accurate and productive use of assessment – pupil progress, setting targets, lesson planning and student feedback.
* Ensure that the programme of learning for tutor time is effectively delivered.
* Be accountable for implementing the Academy’s Behaviour for Learning policy and play an active role in the day to day management of student behaviour through duty rotas as and when required.
* Work collaboratively with teaching assistants ensuring they are fully briefed on lesson plans and expectations to enable them to fully contribute to improving student outcomes.
* Make a positive contribution to the wider life and ethos of the Academy, including extra-curricular activities where appropriate.
* Give a positive impression of the Academy at all times to external visitors and during education visits.

**Achievement and Quality Assurance:**

* Contribute to the development, implementation and evaluation of faculty and house improvement plans.
* Modify and develop actions to maintain continuous improvement.
* Use appropriate quality assurance strategies and effective self-reflection to continuously improve teaching and tutoring practice whilst ensuring effective implementation of Academy policies.
* Ensure student data is accurate and up to date and used proactively to develop individual targets which enable students to monitor their own progress.
* Monitor and measure progress and achievement at all levels across the Academy to contribute to timely and accurate tracking data.
* Set high expectations and targets for students to drive up achievement.
* Contribute to curriculum/pastoral evaluation and development.

**The Halifax Academy Leadership and Communication Framework Accountabilities:**

There is a shared commitment to leadership accountabilities at The Halifax Academy. This commitment is aligned to The Halifax Academy Leadership and Communication Framework which means:

**Leadership:**

* Supporting the Director of Faculty in embedding of the Academy’s ethos and policies.
* Accountable for delivering and promoting high levels of achievement.
* Acting as a positive behaviour role model as per The Halifax Academy Leadership and Communication Framework.
* Accepting and acknowledging accountability to the Governing Body. Creating effective communication and strong working relationships to enable the Governing Body to discharge its duties to preserve the distinctive character of the Academy.
* Being proactive in forging links with parents, community figures and external organisations to ensure the diversity of the outside world is reflected in the student’s experience of Academy.
* Promoting a shared commitment to the safeguarding of children at all times.
* Carry out responsibilities under professional standards as laid down in the staff code of conduct.

**Leading and Developing:**

* Be proactive in achieving the key accountabilities of the subject teacher role.
* Take ownership for and reflect on own practice CPD/performance management and coaching discussions ensuring that agreed actions are implemented.
* Provide feedback on whole Academy changes in an appropriate and professional manner.

The Halifax Academy also requires a commitment to the continuous improvement of communication internally and externally which translates into the following accountabilities:

**Communication:**

* Develop effective networks/communication channels to ensure parents, families and external partners are kept involved and informed about individual students, curriculum targets and attainment in line with the Academy’s inclusion agenda.
* Ensure that the Director of Faculty is well informed about student progress and future development needs.
* Keep up to date with wider Academy developments and be proactive in sharing best practice with all colleagues.

**Signed: ……………………… (Employee)**

**Signed: ……………………… (Line Manager)**

**Date: …………………………**