

**WIGSTON ACADEMIES TRUST**

**JOB DESCRIPTION**

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| **JOB TITLE**  Subject Teacher/Class Tutor | **POST TYPE / SALARY:**  Teachers Main Scale |
| **JOB PURPOSE**   * To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate. * To contribute to raising standards of student progress and attainment. * To share and support the Trust’s responsibility to provide and monitor opportunities for personal and academic growth. * To play a full part in the life of the Trust community, to support its distinctive aims and ethos and to encourage staff and students to follow this example. | |
| **STAFF FOR WHOM RESPONSIBLE:**  - | **STAFF TO WHOM RESPONSIBLE:**  Headteacher  Assistant Headteacher of Department  Head of Department |
| **POST OBJECTIVES:**   * To meet all requirements as appropriate to the Teachers’ Standards. * To teach students according to their educational needs, including the setting, assessment and reporting of work to be carried out by the student in school and elsewhere. | |
| **DUTIES AND RESPONSIBILITES OF ALL TEACHERS:**   * Carry out the duties of the teacher in accordance with the national statutory Standard Teacher Pay and Conditions document. * To ensure all pupils are safe at all times. * Carry out appropriate duties and participate in meetings as defined by the relevant rota and calendar. * Personally and collectively support pupils in becoming confident individuals, successful learners and responsible citizens. * Treat all pupils with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries as appropriate to their professional role within the Academy and College. * Respond speedily to parental concerns. * Act as role models by demonstrating a professional level of dress, appearance and behaviour. * Treat all colleagues with respect. * Have a proper and professional regard for the ethos, policies and practices of the Academy and College and maintain high standards of punctuality and attendance. * Show a tolerance of and respect for the rights and beliefs of others. * To participate with colleagues in the development of appropriate syllabuses, materials, schemes of work and lesson plans, which should engage, stimulate and challenge students of all abilities, and should cater for all learning styles. This may include taking responsibility for particular courses. * To ensure that all lessons are planned, prepared and delivered with clear differentiation to cater for students of all abilities and background whilst ensuring individual student progress. * To share in the preparation and delivery of SMSC elements in all lessons across the curriculum. * Employ a variety of interactive teaching methods appropriate to the age and ability of each individual student to promote a love of learning and children’s intellectual curiosity. * Impart knowledge and develop understanding through effective use of lesson time. * Demonstrate an understanding of and take responsibility for promoting high standards of literacy. * Reflect systematically on the effectiveness of lessons and approaches to teaching. * To take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues. * Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired on a regular basis according to the Trust’s homework policy. * Actively contribute to the wider life of the Trust by organising and running appropriate extra-curricular activities. * To fully incorporate the teaching of skills including literacy, mathematics and communication into subject delivery. * To take a pro-active part in the Trust’s performance management system with the ultimate aim of improving standards of teaching and learning in the Trust. * To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential. * To help to implement Trust quality assurance procedures and to adhere to those. * To contribute to the process of monitoring and evaluation of the subject area in line with Trust procedures. * To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the Trust. * To assist and ensure that the curriculum area provides a range of teaching which complements the Trust’s strategic objectives. * To assist in the process of curriculum development and change to ensure continued relevance to the needs of students, examining/awarding bodies and the Trust’s Aims and strategic objectives. * To work as a member of a designated team and to contribute positively to effective working relationships within the Trust. * Where appropriate, to communicate and co-operate with bodies outside the Trust. * To follow agreed policies for communications in the Trust. * To take a full part in marketing and liaison activities such as Open Evenings, Parents Evenings and liaison events. * To contribute to the development of effective subject links with external agencies. * To be a Class Tutor where appropriate to an assigned group of students and to contribute to Tutor time and other tutor based curriculum activities and to promote the general progress and well-being of individual students and of the Tutor Group. * To liaise with a Leader of Learning and Senior Staff to ensure implementation of the pastoral system. * To evaluate and monitor the progress of students and keep up-to-date student records. * To communicate with the parents of students and with bodies outside the Trust concerned with welfare of individual students, after consultation with the appropriate staff. * To apply the behaviour for learning systems so that effective learning can take place. * To ensure that all aspects of students administration, e.g. electronic registration, are completed to the highest standard. * Undertake a whole Trust responsibility, to be agreed, after consultation with the Headteacher. | |
| **ROLE OF ALL TEACHERS:**  As an expert practitioner, to make the education of pupils your first concern. To be accountable for achieving the highest possible standards in work and conduct. Teachers at the Academy and College act with honesty, integrity and work in the best interests of the pupils at all times.  All teachers to:   * Ensure good progress and outcomes. * Demonstrate good subject knowledge. * Plan and teach well-structured lessons. * Adapt teaching to respond to the strengths and needs of all pupils. * Be a class tutor as required. * Manage behaviour effectively to ensure a safe and productive learning environment. * To ensure the Trust policies on Classroom Rules, Uniform, Behaviour for Learning and Behaviour Management are implemented so that effective learning can take place. * Fulfil wider professional responsibilities. * Know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements. * To take responsibility for particular aspects of subject(s). * Use relevant accurate data to monitor progress, set targets and plan subsequent lessons. * Be accountable for students attainment, progress and outcomes. * Know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements. * To keep appropriate records and to complete assessments and profiles of students as required by whole Trust policy. * To maintain the allocated teaching areas to ensure that they are conducive to a stimulating and exciting learning experience. * To monitor and control the use and storage of teaching materials, books and equipment. * To supervise the use and care of the Trust fabric and equipment by the students and to ensure adherences to relevant health and safety regulations. * Communicate effectively with parents with regard to pupils’ achievements and well-being. * Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support. * To alert other staff to problems arising with individual students in accordance with whole-Trust policies. * To participate actively in meetings with colleagues and parents. * To attend INSET sessions and working parties related to new initiatives in teaching and learning. * To take reasonable care of one’s own health and safety and that of others and inform the Estates Manager or Estates Team of any concerns with regard to health and safety. * To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required. * To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students. * To undertake assessment of students, underpinned by the principles and practice of AfL and as requested by external examination bodies and Trust procedures. * To mark, grade and give written/verbal and diagnostic feedback as required. * To contribute to the Curriculum Area/Department’s improvement plan and implementation. * To contribute to educational enrichment activities. * To contribute to the whole Trust’s planning activities. * To continue personal development including subject knowledge and teaching methods. * To ensure the effective/efficient deployment of classroom support. | |
| **MAIN DUTIES AND PRINCIPAL RESPONSIBILITIES OF THE POST:**   * Please refer to Main Duties and Responsibilities of all teachers section. | |
| **KEY TASKS SPECIFIC TO THE POST:**   * To work towards or continue to meet national standards for qualified teachers and all the threshold standards as applicable. In particular, those staff at level UPS3, to fulfil a whole school responsibility. * To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher. | |
| **GENERAL NOTES:**  This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the duties listed are in no order of priority and are not exhaustive.  The job description or the duties therein may vary or be amended from time to time without changing either the level of responsibility or the financial remuneration associated with this post.   * Implement and adhere to the policies and procedures of the Trust. * To share in the corporate responsibility for the development and well-being of all students. * Make a positive contribution to the wider life and ethos of the Trust. * Demonstrate consistently the positive attitudes, values and behaviour which are expected within the Trust community based on mutual respect between students and staff. * You will be expected to carry out the professional duties of a teacher as outlined in the School Teachers’ Pay and Conditions Document and Teacher Standards currently in operation, or any subsequent legislation. * Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. * Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. In addition, to teach in either Wigston Academy or Wigston College where reasonable. * To undertake any other duty as specified by STPCD, not mentioned in the above and adhere to any other statutory legislation or responsibilities, e.g. SEN Code of Practice and safeguarding. * The Trust will endeavour to make any necessary adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. * Post/duties may change to reflect fair and reasonable adjustments to role and tasks. * This job description is current at the date shown but may be changed by the Executive Headteacher to reflect or anticipate changes in the job commensurate with the grade and the job title. * All roles are subject to statutory conditions and responsibilities as for all teachers. Job profile subject to review as necessary by the Directors and Executive Headteacher as is reasonable to respond to changing needs and context of the Trust. | |