

# Job Description

## Post: Teacher



### Purpose

To carry out the functions of a teacher at the academy in accordance with the stated aims and objectives of the academy and the department.

### Duties and Responsibilities

- In consultation with the Senior Leadership Team, to plan, design and produce teaching materials and resources which are appropriate to age and ability and are in accordance with the Academy Improvement Plan.
- In accordance with schemes of work, plan, deliver and review lessons which are appropriate to the age and ability of the students so as to facilitate progression in students' learning.
- Ensure that homework is set, where appropriate, and monitored and that records are kept up-to-date.
- Ensure that teaching is broad, balanced, relevant, motivational and appropriately differentiated.
- Use a flexible range of teaching styles, which emphasise student learning, and which seek to maximise the academic potential of all students.
- To manage the classroom and teaching equipment so as to create a positive learning environment, which makes effective use of available resources.
- To attend meetings, carry out administrative tasks and duties as specified in the staff handbook and on the academy calendar.
- To provide and facilitate the general progress and well-being of any individual student within any group of students assigned to him or her, providing guidance and advice to students on educational and social matters.
- To implement academy policy with regard to registration, student absence, dress code and enforce academy rules relating to behaviour and health and safety.
- To participate in full staff and Key Stage meetings and to contribute to academy decision-making and consultation procedures.
- To be involved in the academy appraisal process, to engage in professional development activities so as to enhance personal performance, fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and development plan.
- To carry out any other reasonable duties as requested by the Principal.