Parkside Academy
An Outstanding School

Generic Post Description – Teaching Staff

Staff are expected to support and contribute to the school ethos.
To ensure every single student receives the best possible teaching and the best possible learning so as to:

- motivate our students to have high aspirations and achieve their full potential
- prepare them as fully as possible to aim for a positive lifestyle beyond school
- help them grow into mature and responsible adults
- raise their awareness of the needs, rights and responsibilities of all members of our community

General Expectations

Staff will

- contribute effectively to the work of the school and to the achievement of the 'School Improvement Priorities';
- play a full part in the life of the school community, to support our distinctive aims and ethos, to encourage staff and students to follow this example;
- follow school policy regarding care, support and supervision of students;
- attend training and development activities and courses, ensuring continuing, personal and professional development;
- contribute to a welcoming school culture by promoting mutual respect for all;
- comply with any reasonable request from a leader to undertake work of a similar level that is not specified in this job description.
- work as a team member
- act as a role model to students in speech, dress, behaviour and attitude;
- have common duties in the areas of: Quality Assurance, Communication, Professional Practice, Health & Safety, General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedure and tasks but sets the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Parkside Academy School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to signing our ICT Staff User Policy and having an Enhanced CRB Disclosure.

Duties and Responsibilities for all Teaching Staff

Teacher 22 hours (Estimate) [19 hours NQT]
(see Professional Duties School Teachers' Pay and Conditions Document 2016 and Staff Handbook)

All teaching staff will:

- work within the National Conditions for Employment of School Teachers (STPCD);
- uphold and observe the Professional Code for Teachers and meet the National Standards for Qualified Teachers;
- support and encourage colleagues at all levels within the school;
- promote the school's stated ethos and support the school's policies in student leadership and management;
- contribute to and implement the annual School Improvement Plan and agreed policies;
- teach as directed throughout the school, subject to appropriate training;

- expect, monitor and improve progress in student learning;
- contribute to the personal and social development of all students;
- participate in the pastoral management and delivery of the schools PSHCE programme as requested;
- take part in quality assurance and performance management procedures outlined in an agreed school policy;
- take responsibility for personal development.

Responsibilities for all Subject Teachers

All subject staff will:

- take full responsibility for ensuring a scheme of work is delivered to students in allocated classes;
- plan lessons using a range of strategies to meet student's individual learning needs understood from attainment and supporting data;
- have a thorough knowledge and understanding of their subject, its teaching and place in the National Curriculum and that of the school;
- use the models set out in School Policies for delivery of lessons;
- set homework according to school and department policies;
- mark, assess record and report on student's achievements, setting appropriate targets;
- keep to deadlines for reporting, marking, submission of coursework and assignments;
- prepare students for examinations when required, taking part in standardising and moderating activities required by departments and examination boards;
- contribute to the development of schemes of work, school and department policies as appropriate;
- attend and contribute to appropriate meetings and professional development activities;
- take an active part in the school's self-evaluation process, including the completion of appropriate documentation, and contribute to this process within the subject area;
- undertake whatever other duties might reasonably be requested by the Head teacher or Subject Leader.

Responsibilities of all Form Leaders

All Form Leaders:

- are responsible for day-to-day administration in the form (year) group;
- review and discuss student's work and welfare, setting targets as necessary;
- meet with parents/carers including school calendared meetings;
- promote good behaviour and positive attitudes at all times;
- support form, year and school activities as appropriate;
- deliver an appropriate programme of form group activities, including the agreed PSHCE programme.

Responsibilities of Post Threshold Teachers

Teachers who have passed the Threshold should ensure that they continue to meet Threshold Standards and should demonstrate that they make an active contribution to the policies and aspirations of the school.

Specifically

- they provide a role model for teaching & learning;
- make a distinctive contribution to the raising of student standards;
- contribute effectively to the work of the wider team;
- take advantage of appropriate opportunities for professional development, using
- outcomes effectively to improve students' learning.

There is a clear expectation that Post-Threshold Teachers will take a lead role in the development of other teaching staff and will welcome Student and Newly Qualified Teachers and visitors, by prior arrangement, into the learning environment.

TLR (Teaching and Learning Responsibility) post holders will:

Teaching and Learning

- act as a role model and lead professional for members of the team;
- manage and conduct appropriate monitoring and evaluation procedures, including lesson observations, to ensure high standards of teaching and learning;
- maintain a positive climate for learning based on high expectations of students and their potential;
- take appropriate steps to support staff in developing their teaching practice including the organisation and delivery of appropriate training, advice and coaching activities;
- use and apply data effectively to ensure student progress is monitored against targets and prompt action is taken to address any concerns;
- ensure that marking and assessment procedures are followed consistently by all members of the team, in line with school and department policy, including the application of Assessment for Learning processes and techniques;
- plan and review schemes of work which incorporate all statutory requirements and which demonstrate the use of appropriate and varied teaching and learning strategies;
- ensure that the needs of all students are known and met effectively, including students with learning and behavioural needs;
- use appropriate strategies and support mechanisms to meet the needs of the students;
- develop opportunities for enhancing the curriculum experience for students including the provision of booster classes and other extension activities;
- monitor and review the range of curriculum options and opportunities offered to students and advise on and manage the introduction of new provision where appropriate.

Performance Manager

- take responsibility as Team Leader for an agreed number of staff;
- meet regularly with staff to monitor progress towards objectives;
- carry our lesson observations as required as part of the monitoring arrangements;
- conduct an annual review of performance against agreed objectives and provide written reports to the Head Teacher on progress.

Contribution to school development

- contribute to the development of school policy through participation in appropriate meeting groups, committees and working parties;
- liaise as appropriate with external agencies;
- support the school ethos and policies in relation to students, parents, the local community and other external groups;
- provide reports as appropriate for Governors on activities and progress within the area of responsibility.

Personnel

- participate in and advise on the appointment and selection of staff;
- provide support, guidance and leadership to all members of the team;
- clearly articulate and promote a shared understanding of and commitment to the vision for the school and its development at both team and whole school level;
- delegate tasks appropriately within the team;
- chair team meetings;
- mentor and support new staff;

- provide advice to the Head Teacher as required on matters including threshold and upper pay spine progression for members of the team;
- prepare confidential references for members of the team as required.

Student Outcomes

- be accountable for the performance of students against targets in the appropriate curriculum area(s);
- prepare reports as required analysing student progress and performance in the designated area

Resources

- establish and maintain a safe, healthy and attractive environment for learning
- manage budgets allocated to the area following all school procedures
- deploy staffing and physical resources effectively to support the delivery of high quality teaching and learning;
- ensure all relevant Health and Safety requirements are complied with, bringing concerns to the attention of the relevant staff promptly.

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Subject Leader

- to raise standards of attainment and achievement in a subject across all key stages
- to be responsible for the vision, leadership and development of the subject area

Salary Scale: TBC Subject Specific	Responsible to: SLT Link Member

Specific responsibilities for this post

- to develop a positive climate for learning which promotes success for all;
- to actively monitor and support student learning and progress in the subject;
- to produce regular reports on the progress of the subject tracked against prior attainment and targets;
- to identify underachieving students in the subject in liaison with colleagues and ensure an appropriate subject support programme is put in place;
- to co-ordinate and deliver Intervention Strategies to support student attainment and achievement;
- to ensure high quality teaching and learning in the subject;
- to work to the National Standards for Subject Leaders;
- to monitor, review and evaluate all aspects of the subject recording outcomes on the subject self- evaluation form, recording key areas for development on the subject action plan and ensuring progress towards targets;
- to lead curriculum development, teaching and learning in the department and evaluate and review their progress;
- to actively monitor and respond to curriculum development initiatives across the school, and at national, regional and local levels;
- to ensure that there are up to date schemes of work and department manuals with the assistance of the subject team;

- to oversee assessment arrangements and preparations for examinations in the subject area liaising, where necessary, with the Examinations Leader and ensuring the Officer has accurate information;
- to lead and direct the subject team, deploying all staff and resources appropriately, monitoring and reviewing the work of the staff in the subject team and furthering the professional development of all staff;
- to promote teamwork and motivate staff to ensure effective working relations;
- to lead subject meetings and record action points;
- to support staff within the subject team to set annual targets in accordance with school policy and to complete the performance management process;
- to ensure staff within the subject team have appropriate professional development, to organise CPD opportunities where appropriate and to liaise fully with consultants and advisers;
- to liaise with the Leadership Team on timetable and accommodation issues;
- to take responsibility for student behaviour within the subject area;
- to support subject area staff in curriculum and pastoral matters;
- to oversee the fabric and displays in teaching areas and ensure good resource provision;
- to promote activities which stimulate an interest in the subject area;
- to liaise with feeder primary schools and outside agencies, including examination boards, as necessary;
- to promote the subject area through school publications and events;
- to ensure appropriate cover arrangements for absent colleagues.

See also:
Generic Post Description- Teaching Staff (including TLR)

Performance Manager

- take responsibility as Team Leader for an agreed number of staff;
- meet regularly with staff to monitor progress towards objectives;
- carry our lesson observations as required as part of the monitoring arrangements;
- conduct an annual review of performance against agreed objectives and provide written reports to the Head Teacher on progress.

Assistant Subject Leader

- to raise standards of attainment and achievement in a subject;
- to assist the subject leader in the leadership and development of the subject;
- to be responsible for agreed aspects of a subject (negotiated annually)
- specific responsibilities for this post will be negotiated annually

See also:

- Generic Post Description- Teaching Staff (including TLR)
- Subject Leader Post Description