Job description

All job descriptions define the responsibilities of the postholder in addition to those outlined in the School Teachers' Pay and Conditions Document (STPCD).

JOB TITLE:	Teacher
SALARY CODE:	Clapton Main Range
RESPONSIBLE TO:	Head of Faculty
RESPONSIBLE FOR:	Student outcomes

TEACHING AND LEARNING

- Ensure effective learning for all students through excellent teaching and delivery of well-planned and organised lessons across key stages.
- Assess, record and report on the development, progress and attainment of students.
- Use appropriate strategies to ensure outstanding student progress and well-being.
- Set and mark challenging class and homework according to academy policy.
- Support the development of teaching materials and courses of study.
- Participate in arrangements for preparing students for public examinations and in assessing students for the purpose of such examinations.
- Liaise with parents and support staff to ensure excellent attainment.
- Support extended intervention/enrichment activities to enhance students' learning experience.
- Manage the behaviour of students in classrooms and around the academy.
- Maintain an organised and well-presented learning environment for students.

ADDITIONAL RESPONSIBILITIES

- Support and uphold the requirements of academy polices.
- Adhere to the staff code of conduct.
- Be an effective form tutor/year group intervention tutor.
- Be responsible for ensuring subject knowledge is developed and participate in staff training and development.
- Attend team/staff meetings and participate in open evenings.
- Participate in relevant administrative and organisational tasks.

KEY ORGANISATIONAL OBJECTIVES

The postholder will contribute to the academy's objectives by:

- Following Health and Safety requirements as directed.
- Being committed to safeguarding and promoting the welfare of students.
- Complying with Data Protection legislation.
- Operating within the academy's Equalities policies at all times.
- Contributing to the maintenance of a supportive and stimulating learning environment for all students.

Please note: Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. The teaching / contact time associated with this post is 20 hours out of a possible 26 one hour lessons.

ACCEPTANCE OF THE JOB DESCRIPTION BY POST HOLDER	
I can confirm my acceptance of the Job Description as outlined above	
NAME:	
SIGNED:	
DATE:	

Clapton Girls' Academy
Est. 1906

Ofsted Outstanding School 2012 2013

Progress, Wellbeing, Teamwork

Person specification - Main Professional Scale Teaching Post

QUALIFICATIONS	ESSENTIAL	DESIRABLE
Degree or equivalent in the relevant subject(s)	✓	
Qualified teacher status.	✓	
Recent and relevant professional development.	✓	

EXPERIENCE	ESSENTIAL	DESIRABLE
Teaching that is good or better which impacts positively on student progress.	✓	
A broad knowledge of relevant curriculum areas at different Key Stages including a sound understanding of assessment and monitoring.	✓	
Experience of the use of data tracking and target setting to raise attainment and identify under performance.	✓	
An understanding and appreciation of the value of interesting and stimulating display and other motivational materials.	✓	
To be able to use ICT effectively.	✓	

KNOWLEDGE AND SKILLS	ESSENTIAL	DESIRABLE
A commitment to and knowledge of effective strategies to maintain and raise attainment, in particular to address the differing needs which exist in the mixed ability classroom, which includes second language learners.	✓	
Knowledge of current national initiatives.	✓	
Ability to communicate effectively, both orally and in writing with a range of audiences.	✓	
Proven administrative and organisational skills.	✓	

PERSONAL QUALITIES AND ATTRIBUTES	ESSENTIAL	DESIRABLE
A commitment to girls' education, the academy's vision and ethos, equal opportunities policy and practice.	✓	
A commitment to, and understanding of the wider aspects of student development including tutoring and PSHCE.	✓	
A willingness to initiate and participate in both cross curricular and extra curricular activities.	✓	
The ability to establish effective and appropriate relationships with students.		
The ability to be a successful team member.	✓	
The ability to relate well to parents, external agencies and the wider community.	✓	
Flexible, able to work under pressure and meet deadlines.	✓	
A reflective practitioner who responds to change positively.	✓	
Understanding of the importance of professionalism and confidentiality.	✓	
A commitment to being a role model for staff and students in relation to overall conduct to include the following: dress code, attendance and timekeeping.	✓	
Has the potential for further promotion and a commitment to career development.		✓