Abraham Darby Academy

Job Description
Subject Teacher

The post holder will undertake professional duties in accordance with the Teachers' Pay and Conditions document and ADA's Teachers' Standards, as directed by the Principal with the content of the Job Description below.

Abraham Darby Academy is fully committed to the delivery of high quality teaching and learning which promotes engagement, enjoyment and achievement for each student in every subject. We offer our students a variety of pathways to ensure that each student has an individualised curriculum with the ability to achieve their potential.

Core Purpose:

To meet and set high professional standards in respect of:

- Relationships with young people
- Communicating and working with others
- Dress, conduct, attendance and punctuality
- Knowledge and understanding
- Skills to achieve consistent high quality learning and teaching across the Academy.

Reporting to:

You are responsible in the first instance to the Curriculum Leader of the Department and ultimately to the Principal.

Expectations of a Subject Teacher:

- Ensure all lessons are effectively planned to provide challenge and are differentiated to meet the needs of each child in the group.
- Ensure that the structure, organisation and resources used in each lesson are appropriate.
- Meet and greet children as they arrive at your lesson and issue reminders about uniform as students arrive.
- Seat children according to your seating plan and remind them about putting planners, books and equipment on the desk as they sit down.
- Take an ePortal Register within the first 10 minutes of the lesson and submit it. Any problems with ePortal then a paper register should be completed and sent to the Attendance Officer.
- Challenge unacceptable behaviour using pre-consequence strategies and sanctions if this fails to work. Ensure that unacceptable behaviour is dealt with and discuss strategies to deal with repeat offenders with your Curriculum Leader.
- Set homework according to the Homework Policy and make sure that students write homework in their planner.
- Mark students' work and assess progress during lessons and at regular intervals. Provide feedback to students on their potential, standards currently achieved and how to improve.
- Monitor the progress of students in your group to check that they are achieving the standards expected. Record findings on ePortal as required and incorporate results into your planning to secure further progress.

- Contribute to departmental reviews of progress. Highlight any concerns with students, parents and your Curriculum Leader. Contribute to intervention programmes to address underperformance.

To meet the admin requirements of a Teacher by:

- Working to published timescales for: entering grades onto ePortal, reports, publications and events.
- Carrying out procedures to satisfy Academy policy and practice.
- Carrying out weekly duties.

To manage one's own performance and enhance the working atmosphere and ethos in the Academy by:

- Applying Academy policies and practices consistently.
- Working as a team member, identifying opportunities for working with colleagues and sharing development of good practice.
- Setting an example to students in work ethic, conduct, dress, punctuality and attendance.
- Taking responsibility for one's own professional development, setting objectives for improvement and keeping up to date in subject expertise and teaching skills.
- Maintaining effective working relationships with teaching and support staff.
- Having high expectations and commitment to the wider life of the Academy.

To be an effective Mentor to a group of students by:

- Referring to and carrying out the essential daily and weekly tasks as identified in the Mentor Information Booklet (which is issued and updated annually).
- Taking the Register in ePortal and following up any unexplained absence.
- Checking uniform and that students have planners and basic equipment.
- Mentoring them according to the Academy scheduled programme of activities.
- Giving out important messages daily and act upon any requests from staff.
- Collecting any notes, letters, reply slips from parents and distributing or acting on them.
- Identifying a "Mentee of the Week" and "Mentee of the Term".
- Checking and signing the students' planners every week.
- Completing half term assessments of Personal Development traits in students' Learning Diaries.
- Writing an end of year summary report for each of your students.

Safeguarding

All teachers and support staff are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

The duties outlined in this job description are in addition to those covered by the latest 'Teachers' Standards' and 'School Teachers' Pay and Conditions' documents. This job description describes the way the post holder is expected and required to perform and complete particular duties as set out in the foregoing paragraphs.

This job description may be subjected to modification or amendment at any time by the Principal.

Note: Abraham Darby Academy is designated a no smoking workplace. There is an expectation that staff maintain a professional dress code and that ID badges will be worn and on show at all times.