



JOB DESCRIPTION



JOB TITLE:	TEACHER
MANAGED BY:	HEADTEACHER / HEAD OF DEPARTMENT
SALARY:	MAIN PAY SCALE

APPLICABLE CONTRACT TERMS AND DUTIES

This job description is to be performed in accordance with the Teachers' Pay and Conditions Document and within the range of the duties set out in that document so far as relevant to the post holder's title and salary grade. The post is otherwise subject to the Condition of Service for Academy Teachers in England and Wales (the Burgundy Book) and to locally agreed conditions of employment to the extent that they are incorporated in the post holder's individual contract of employment.

RELATIONSHIPS

The post holder is responsible to the Headteacher in all matters, and to the Head of Department in respect of the Departmental timetable.

The post holder also interacts on a professional level with colleagues, and seeks to establish and maintain productive relationships with them, and to promote mutual understanding of the Academy curriculum with the aim of improving the quality of teaching and learning in the Academy.

PARTICULAR RESPONSIBILITIES

a) As a member of staff under the guidance and direction of the Headteacher or SLT to:-

- ❖ Carry out the professional duties of a Academy teacher;
- ❖ Carry out a share of supervisory duties in accordance with published rosters;
- ❖ Participate in appropriate meetings with colleagues and parents relative to professional duties;
- ❖ Implement whole Academy and authority policies;
- ❖ Implement the Academy's policy on equal opportunities;
- ❖ Contribute to the development and implementation of the Academy improvement plan;
- ❖ Contribute to the creation of an attractive learning environment in the Academy;
- ❖ Cover for absent colleagues;
- ❖ Participate in arrangements for her/his training and professional development.

b) As a member of a department under the guidance and direction of the Head of Department to:-

- ❖ Plan and prepare courses, lessons and teaching materials;
- ❖ Teach the students assigned to her/him, including the setting, marking and assessing work to be carried out by students in the Academy and at home;
- ❖ Communicate with parents about students' progress;
- ❖ Maintain good order and discipline among students and safeguard their health and Safety, both in the Academy and in authorised Academy activities elsewhere;

- ❖ Participate in meetings relating to curriculum administration or organisation;
- ❖ Participate in public and internal examinations arrangements;
- ❖ Register the attendance of students at each lesson and communicate absences to the Attendance Officer;
- ❖ Be responsible for his/her teaching room with regards to Health and Safety, good order, appearance and display;
- ❖ Keep abreast of developments within teaching of the subjects through INSET and other means of professional development;
- ❖ Provide reports and profiles for parents and to assist with the preparation of Records of Achievements and information on the assessment and progress of individual students as requested;
- ❖ Help organise and run extra-curricular activities.

c) As a member of the Year Team under the guidance and direction of the Learning Manager and Assistant Headteacher:-

- ❖ Complete profiles of the tutor group;
- ❖ Monitor the academic progress of each member of the tutor group using the academy systems;
- ❖ Regularly oversee the completion of students diaries and target setting booklets;
- ❖ Teach the PSE programme in tutor periods;
- ❖ Keep an accurate and up-to-date Tutor Group Register and follow up lateness and absence;
- ❖ Insist on high standards of work, behaviour, attendance and punctuality from members of the Tutor Group;
- ❖ Attend assemblies with the Tutor Group and supervise their behaviour;
- ❖ Participate in year team meetings and activities;
- ❖ Participate in Parent Evenings involving the Tutor Group, and foster good home-academy relationships.

SAFEGUARDING

1. Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
2. To ensure all tasks are carried out with due regard to Health and Safety
3. Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection; reporting concerns to an appropriate person.
4. Carry out all duties with regard to the academy's policies and codes of conduct.

EMPLOYEE SIGNATURE: **DATE:**

HEADTEACHER SIGNATURE: **DATE:**