



# Job Description

Main Scale/Upper pay scale Teacher

- **TEACHING**

1. Plan work in accordance with faculty schemes of work and National Curriculum programmes of study.
2. Liaise with relevant colleagues on the planning of units of work for collaborative delivery.
3. Work in collaboration with Learning support practitioners, Special Educational Needs, EAL Team and others as appropriate.
4. Take account of students' prior levels of attainment and use them to set targets for future improvements.
5. Set work for students absent from school for health or disciplinary reasons.
6. Maintain good behaviour for learning by adherence to the academy policy given to staff in the staff handbook and elsewhere.
7. Set high expectations for students' attitude to learning by establishing a purposeful working environment in accordance with the academy's four core teaching and learning values.
8. Set appropriate and demanding expectations for students learning, motivation and presentation of work.

- **ASSESSMENT, RECORDING & REPORTING**

1. Maintain notes and plans of lessons undertaken and records of students' work.
2. Mark, monitor and return work providing constructive oral and written feedback and clear targets for future learning according to the faculty marking policy.
3. Carry out assessment programmes (e.g. reports) as agreed by the academy.
4. Participate in Parent's evening to keep parents informed as to the progress of their child.
5. Be familiar with the Code of Practice for identification and assessment of Special Educational Needs and keep appropriate records on Individual Education Plans for students.

- **PASTORAL WORK**

1. Undertake responsibility for a progress group as required
2. Be the first point of contact for parents of students in the progress group.
3. Take responsibility for delivery of the part of PSHE programme to a progress group as appropriate.
4. Promote good attendance and monitor in accordance with the academy's attendance policy.

- **PROFESSIONAL STANDARDS**

1. Support the aims of the Academy to promote a "TEAM TOAN" ethos.
2. Treat all members of the academy, colleagues and students, with respect and consideration.
3. Treat all students fairly, consistently and without prejudice.
4. Set a good example to students in terms of appropriate dress, standards of punctuality and attendance.
5. Promote the aims of the academy by attendance at and participation in events such as open evenings, options evenings and the like (as appropriate to responsibilities).
6. Take responsibility for own professional development and participate in staff training and development.
7. Reflect on own practice as well as the practices of the academy with aim of improving all that we do.
8. Read and adhere to the various policies of the academy provided in the staff handbooks
9. Participate in the development and management of the academy by attending various team and staff meetings.
10. Undertake duties as prescribed within academy policies.
11. Ensure that all deadlines are met as published in the academy calendar.



12. Undertake professional duties that may be reasonably assigned to them by the head teacher (e.g. cover, etc.).
13. Be proactive and take responsibility for matters relating to health and safety.

- **SAFEGUARDING**

1. *"The School as an employer is committed to safeguarding and promoting the welfare of children and young people as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the school on its behalf".*
2. The postholder will be required to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection and safeguarding procedures adopted by The Oldham Academy North . Any safeguarding and child protection issues must be acted upon immediately by informing the Designated Child Protection Leads.
3. The postholder will support and promote the school's values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with difference faiths and beliefs.