**Reports To: Subject Director/Assistant Director/Subject Leader**

**Salary: MPS/UPS as appropriate**

**Job Purpose**:

* To plan, prepare and mark classwork and homework for all classes, in liaison with the Faculty leadership and with reference to the department’s schemes for learning and the specification for external examinations
* To maintain a safe and encouraging classroom environment at all times
* To maintain an accurate and up to date record of work
* To ensure regular and up to date display of students’ work
* To attend all meetings of the faculty
* To carry out those duties reasonably delegated by the Director, Head or Assistant Director of the Subject.

**Key Duties and Responsibilities**

* To arrive punctually to lessons and remain in the classroom while students’ are in the room
* To institute recognised routines, e.g.:
* Ensure an organised entry to the room
* Seat children appropriately for the activity
* Supervise an orderly exit from the room
* To register the class and take appropriate action regarding lateness and punctuality
* To prepare thoroughly and teach each timetabled lesson, following schemes of work, providing material which is appropriately differentiated and challenging and that has as its focus clear learning objectives
* To mark work regularly and thoroughly, providing feedback for pupils based on clear annotation and correction
* To set appropriate homework, related to the lesson content, that is clearly worthwhile and subsequently marked appropriately. The homework should be set in accordance with the agreed homework timetable
* To monitor and record pupil progress in accordance with the Academy’s policies on marking and assessment
* To work with learning support staff to ensure that pupils with special needs are appropriately identified and taught
* To work co-operatively with other members of staff both departmentally and in the context of the whole Academy
* To encourage a positive ethos and orderly learning environment within the classroom by:
* Treating the children with respect
* Developing positive relationships with the children
* Being accessible
* Recognising effort and rewarding achievement
* Emphasising the value of good behaviour in the classroom
* Maintaining a pleasant physical learning environment and keeping up to date displays of pupil work
* To encourage the development of cross-curricular skills, e.g. literacy (including private reading), numeracy and IT
* To monitor the use of stock
* To attend meetings – Department/Faculty, Year Group, Parents Evenings etc
* To prepare reports on pupils’ work for parents
* To perform duties as part of a Duty Team
* To cover for absent colleagues in exceptional circumstances (staff should ensure that appropriate work is set during their absence)
* To attend appropriate INSET to enhance subject knowledge, awareness of curriculum developments, classroom management skills etc, and whenever appropriate, share new knowledge and experiences with colleagues
* To contribute to the planning, teaching and assessing of the Skills Based Curriculum as required
* Undertake other duties as directed by the Principal

**Notes**

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Condition of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder must use Directed Time in accordance with the school’s published Time Budget Policy and have regard to the Teachers’ Pay and Conditions.
3. This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post holder.

Name: Signature...........................................

Date.............................................................

Signature of Line Manager....................................................................................................

Date..............................................................

**Person Specification – Teacher**

**Qualifications:**

* QTS – Qualified Teacher Status
* Degree in relevant subject area being taught

**Knowledge, Skills and Experience:**

* A clear philosophy on how and why the subject should be taught
* Subject knowledge sufficient to challenge able students and achieve high outcomes at sixth form level
* Awareness of the strategies available for improving the learning and achievement of high ability students
* A good understanding of curriculum developments in the specific subject area
* Familiarity with national initiatives
* Able to use a range of teaching and learning strategies
* An understanding of how assessment for learning can improve student performance
* A confident and competent user of ICT
* Knowledge and understanding of how ICT can be used in the teaching of the subject to enhance student learning
* Able to use student level data to raise standards
* Able to communicate both orally and in writing to students and their parents

**Personal Attributes:**

* Enthusiasm and a positive outlook
* The ability to work independently and collaboratively as a member of a team
* Creative in problem solving together with a willingness to take on or try new approaches and ideas
* A positive attitude towards professional development and their own learning
* Reliability and integrity
* Good personal organisation