

Teacher

Job Description – Leigh Academies Trust



Job Purpose

To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Principal.

To be an effective professional who demonstrates thorough curriculum knowledge, can teach and assess effectively, take responsibility for professional development and has students who achieve well.

Areas of responsibility and Key Tasks

Planning, Teaching and Class Management

Teach allocated students by planning their teaching to achieve progression of learning through:

- identifying clear teaching objectives and specifying how they will be taught and assessed
- setting tasks which challenge students and ensure high levels of interest
- setting appropriate and demanding expectations
- setting clear targets, building on prior attainment
- be aware of and make provision for students who are AEN/SEN, very able, LAC or who have other particular individual needs
- providing clear structures for lessons maintaining pace, motivation and challenge
- making effective use of assessment and ensure coverage of programmes of study
- ensuring effective teaching and best use of available time
- maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework
- using a variety of teaching methods to:
- match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
 - ii. use effective questioning, listen carefully to students, give attention to errors and misconceptions
 - iii. select appropriate learning resources and develop study skills through library, ICT and other sources
- ensuring students acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
- evaluating own teaching critically to improve effectiveness
- ensuring the effective and efficient deployment of classroom support
- liaise with the Subject Leader to ensure the implementation of department policy and best practice
- set homework regularly according to school policy
- take part in any training and development as requested
- take full part in performance management.

Monitoring, Assessment, Recording, Reporting

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
- mark and monitor students' work, including homework and set targets for progress
- assess and record students' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the student is achieving
- undertake assessment of students as requested by examination bodies, departmental and school procedures
- prepare and present informative reports to parents
- undertake assessment of students and participate in the school's system reporting to parents.

Pastoral Duties

- be a Form Tutor to an assigned group of students
- promote the general progress and well-being of individual students and of the Form Group as a whole
- liaise with the Director of Studies to ensure the implementation of the school's behaviour and academic support systems
- register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life
- contribute to the preparation of year 10 students for work experience and other reports
- alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved
- communicate, as appropriate, with parents of students and persons or bodies outside the school concerned with the welfare of individual students, after consultation with appropriate staff
- deliver the PSHE scheme of work according to school policy
- implement the PASS survey for the tutor group and act on any concerns in liaison with the DOS, parents and Senior team where necessary.

Other Professional Requirements

- have a working knowledge of teachers' professional duties and legal liabilities
- operate at all times within the stated policies and practices of the school
- know subject(s) or specialism(s) to enable effective teaching
- take account of wider curriculum developments
- establish effective working relationships and set a good example through their presentation and personal and professional conduct
- endeavour to give every child the opportunity to reach their potential and meet high expectations
- contribute positively and effectively to the Every Child Matters agenda
- co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students
- contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school
- take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and events with partner schools
- take responsibility for own professional development and duties in relation to school policies and practices
- liaise effectively with parents and governors.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Signed: _____

Date: _____

Person Specification – Teacher Main Scale Pay Range

	Essential	Desirable
Qualifications & Training	Evidence of: Qualified Teacher Status Degree Level Qualification + Secondary PGCE or QTS Qualification for the Secondary Phase (or equivalent) Willingness and desire to undertake further professional development and training	Evidence of: High academic achievement Evidence of on-going professional development
Professional Knowledge	Evidence of: Experience of planning and teaching a Secondary Curriculum	Evidence of: Knowledge of recent initiatives and issues in education Using technology as a curriculum tool to improve standards Confident in use of data to inform intervention
Teaching Skills	Evidence of: Experience of delivering consistently good or better lessons The ability to promote good progress and outcomes for students The ability to manage behaviour effectively to ensure a good and safe learning environment The ability to demonstrate good subject and curriculum knowledge Strong ICT skills An ability to make accurate and productive use of assessment	Evidence of: A range of teaching styles able to cater for students difference learning styles and needs Having an extensive knowledge and well informed understanding of a range of leaning, teaching and behaviour management strategies Experience of teaching with excellent classroom practice and outcomes
Professional Attributes	Evidence of: Holding positive values and attitudes and adopt high standards of behaviour in a professional role Genuine commitment to high quality teaching A commitment to equal opportunities and inclusion A commitment to the safeguarding of children and young people A willingness to participate actively in the life and work of the school to support the ethos and culture, providing presence as and when required including running clubs	Evidence of: A willingness to contribute to the wider life of the school including professional development and extra-curricular activities
Personal Skills	Evidence of: Highly effective communication skills with both children and adults, including parents/carers Effective time management skills and an ability to meet deadlines and work under sustained pressure Resilience and optimism	Evidence of: Effective ICT skills Proven track record of successful teamwork Good sense of humour

