



JOB DESCRIPTION

Name:

Post: Teacher

Team: Faculty

Responsible to: Head of Department

The Manor Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Generic Responsibilities as a Teacher

- To work in partnership with all colleagues and stakeholders to ensure students and staff are “happy, confident and successful”
- To be an inspirational teacher of students
- To work collaboratively with other staff across the Academy to ensure academic success aimed at raising achievement for all
- To aspire to be outstanding in all that you do
- Be a role model for all members of the Academy community and promote high expectations at all times
- To ensure academy policies are embedded and followed and when appropriate, implement new initiatives
- To work collaboratively with others in the best interests of students and the academy’s aims and values.
- To work with the Governing Body of the Academy and support it in performing its duties.

General:

- Teachers at The Manor Academy make the education of their students their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity, have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical, forge positive professional relationships and work with parents in the best interests of their students
- The Teachers’ Standards (2012) define the minimum level of practice expected of trainees and teachers from the point of being awarded QTS and that their performance will be assessed against them as part of the appraisal process.
- To teach students in the 11-19 age range
- To actively contribute to the student guidance and support process within the Academy and be a student mentor

Strategic Direction and Development:

- contribute to the development of the Academy through meetings, professional development and work with other members of staff;
- contribute to the identification, implementation and achievement of the Academy’s targets and priorities.

Planning, Teaching and Assessing:

- plan and teach well structured lessons designed to meet individual need, differing learning styles and which achieve progression of learning;
- make effective use of performance data to plan appropriate learning opportunities which stretch and challenge all students;
- provide clear structures for lessons which have high expectations maintain pace, motivation and challenge;
- use a variety of teaching methods to ensure all students learn and achieve better than expected outcomes;
- ensure students acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- monitor and intervene to ensure good learning and behaviour;
- mark student work in line with the academy policy on marking and assessment;
- keep accurate records which identify and monitor the progress of all students and particularly SEN, LAC, FSM or very able students;
- assess student progress accurately and use the information of where students are in their learning to: identify strengths and weaknesses, inform planning and articulate to students and other stakeholders what individual students need to do to improve.
- set homework in line with the academy policy;
- prepare and present informative reports to parents;
- evaluate your own teaching critically to improve effectiveness.

Professional Development and Working with Others:

- take responsibility for your own professional development and duties in relation to Academy policies and practices;
- establish effective working relationships and act as a role model through your presentation and personal and professional conduct;
- have a working knowledge of teachers' professional duties and legal liabilities.

Use Resources:

- create a stimulating learning environment for teaching and learning;
- work with new innovations including ICT applications;
- be aware of and respond appropriately to any health and safety issues.

Mentoring:

- work with individual students to establish goals and aspirations;
- monitor progress of students and devise/initiate intervention strategies as appropriate;
- communicate effectively with home;
- monitor behaviour, attendance and punctuality;
- review and act upon reports written on each student.

ADDITIONAL DETAILS:

- As a teacher you shall carry out the professional duties of an Academy teacher as circumstances may reasonably require as provided for under the relevant sections of the Academy Teachers' Pay and Conditions Document.
- This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.
- In addition to the duties specified within the section 'Particular Responsibilities'; you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases. This job description does not form part of the Contract of Employment.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on any or all of them.
- To carry out your duties in line with the policies and working practices of the Academy

Signed: **Signed:**
Donna Trusler (Principal)

