



SUMMARY OF MAIN DUTIES

JOB TITLE: Teacher

Salary Range: MPS/UPS

Responsible to: Director of Learning or TLR holder for the subject

Purpose:

To carry out the functions of a teacher at Allerton Academy in accordance with the stated aims and objectives of the Academy and the department.

This job description should be read alongside the range of professional duties of Teachers as set out in the Teachers' Pay and Conditions Document and the Collective Responsibilities of Teaching Staff document produced by the school.

Duties and Responsibilities

ORGANISATION

- attend meetings, carry out administrative tasks and duties.
- provide and facilitate the general progress and well-being of any individual scholar within any group of scholars assigned to him or her, providing guidance and advice to scholars on educational and social matters.
- implement Academy policy with regard to registration, scholar absence, dress code and enforce Academy rules relating to behaviour and health and safety.
- participate in full staff and departmental meetings and to contribute to Academy decision making and consultation procedures.
- establish individual active links with industry and business in order to extend both scholar learning and own professional development.

TEACHING AND MANAGING SCHOLAR LEARNING

- ensure effective teaching of whole classes, groups and individuals.
- in consultation with the Director of Learning or TLR holder for the subject, to plan, design and produce teaching materials and resources which are appropriate to age and ability and are in accordance with the Academy Development Plan.
- in accordance with scheme of work, plan, deliver and review lessons which are appropriate to the age and ability of the scholar so as to facilitate progression in scholars' learning.
- to teach in partnership with SEN and EAL staff to maximise scholar attainment where appropriate.
- set work for scholars who are absent from school for long term health or disciplinary reasons.
- set high expectations for scholars' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships.
- set high expectations for scholar learning, motivation and presentation of work.
- integrate cross-curricular Literacy and Numeracy into lessons as appropriate.
- contribute to the development and management of initiatives as part of the subject team.
- the person appointed will be expected to play a full part in the school extra-curricular programme.

PLANNING AND SETTING EXPECTATIONS/SCHOLAR ACHIEVEMENT

- identify clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the scholars being taught.
- Set appropriate and demanding expectations for scholars' learning and motivation. Set clear targets for scholars' learning, building on prior attainment in line with Assessment for Learning.

ASSESSMENT, RECORDING AND REPORTING

- assess how well learning objectives have been achieved and use this assessment for future teaching and/or group work.
- mark, monitor and return work within a reasonable and agreed time span providing constructive oral and written feedback and clear targets for future learning as appropriate.
- assess, record and report on the development, progress and attainment of the scholars assigned to him or her within the Academy guidelines.

MANAGE OWN PERFORMANCE AND DEVELOPMENT

- be involved in the Academy Appraisal process, to engage in professional development activities so as to enhance personal performance, fulfil personal potential and be able to participate effectively in the implementation of the Academy's goals and development plan.
- take responsibility for own professional development and keep up to date with research and developments in the subject area.
- share responsibility for the implementation of school policies and procedures.
- set a good example to scholars in presentation and personal conduct.
- evaluate own teaching critically and use this to improve effectiveness.
- engage actively in the performance review process.

RESOURCES

- manage the classroom and teaching equipment so as to create a positive learning environment which makes effective use of available resources.
- select and make good use of textbooks, ICT and other learning resources which enable teaching objectives to be met.

GENERAL DUTIES

- to act as a professional and positive ambassador for the academy.
- to seek positive and constructive feedback from parents, scholars, visitors and colleagues.

POLICY PROMOTION

- to actively promote the school's policies and procedures to ensure that the school operates effectively, fairly and in line with legislative requirements at all times and to create a positive and safe working environment.

CONFIDENTIALITY

- to ensure confidentiality of the school's activities is maintained in order to protect the integrity of the school and its people.

FLEXIBILITY

- to carry out other duties as may reasonably be required from time to time to meet the evolving needs of the school including a form tutor role if required.

ADDITIONAL SPECIFIC RESPONSIBILITY

- to be a Tutor to an assigned Tutor Group if required, and to carry out related duties in accordance with the general job description of Tutor
- to encourage links with the community and local industry through the medium of the subject and its usage.

GENERAL DUTIES

- to carry out a share of supervisory duties in accordance with published rotas.
- to participate in appropriate meetings with colleagues and parents relative to the above duties.
- any other duties as deemed appropriate to the post.