**Job Description**

**POST:** Teacher

**Accountable to:** The Head of Department

All staff work under the direction of the Headteacher and Deputy Headteacher/s with delegated authority.

**Purpose:**

To carry out effectively the duties of a teacher as set out in the currentSchool teachers’ Pay and Conditions document and in this Teacher’s Job Description and to meet the standards expected of a qualified teacher

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**Responsibilities:**

#### Within subject areas or classes in which you teach, you are required to meet the professional standards for teachers. In particular you are required :

1. to teach across the ability range under the overall direction and guidance of the Head and those colleagues with senior and delegated leadership responsibility, particularly the head of department
2. to teach classes as designated within an agreed framework of syllabus, styles and procedures including
   1. preparing and delivering lessons according to agreed schemes of work and keeping accurate records of work and independent learning set
   2. correcting pupils’ work promptly, thoroughly, carefully and in positive way according to agreed procedures and policy
   3. engaging pupils in the assessment process by regular feedback to individual pupils indicating the ways in which improvements and progress can be made, according to agreed time schedules
   4. setting appropriate learning targets for students which are based on current data and which are both shared with the students and used in continuous assessment
   5. keeping accurate and adequate records of pupils’ progress and completing reports to parents within agreed time scales and according to Faculty and school policies
3. to keep the teaching bases, facilities, resources and equipment securely and in good order, promoting an atmosphere conducive to learning
4. to ensure that classes are managed in such a manner as to enable learning for all to take place and that the Behaviour for learning policy and procedure is consistently applied
5. to ensure that teaching and learning is appropriately differentiated, challenging, varied and appropriately paced
6. to work in collaboration with the Inclusion staff in planning and delivering appropriately differentiated work to students with SEN
7. to give advice and assistance as the Head of Department, and other colleagues as they might reasonably require from time to time in the understanding or administration of your area(s) of subject or teaching expertise or related matters
8. to include digital learning within planned teaching and learning strategies as much as possible
9. to foster close, supportive and collaborative links with colleagues within the subject area and Department and/or within the learning stage and with those engaged in extra-curricular and cross-curricular activities
10. To direct the work and allocate tasks to technicians and subject support staff working with your class or students in accordance with the agreed department or learning stage schedules and schemes of work

B. Across the School

1. to be an efficient and effective form tutor under the guidance and direction of the Head
2. to be an efficient and effective member of a duty team, supervising session break non-teaching times according to rota. (This does not include lunchtimes)
3. to cover the classes of absent colleagues in a professional and effective manner, on an equitable basis up to a maximum of 38 hours per academic year
4. to deliver aspects of the PSHE/Citizenship programme during Tutor time, under the guidance of the Citizenship Co-ordinator, according to the scheme of work and guidance provided
5. to participate in collective celebration and assemblies
6. to contribute to and participate effectively in the cross-curricular learning programme including off-timetable days and weeks each term
7. to promote and foster equal opportunities in practice in all aspects of school life
8. to uphold school regulations and discipline and to support and foster a caring and positive ethos
9. to maintain an awareness of any actual or potential risks to the safety security and welfare of the students and to ensure compliance with the safeguarding procedures and Health and Safety policy and practice.
10. to attend staff and parents’ meetings according to the agreed schedule, as the Head may reasonably require
11. to participate in the performance appraisal process according to policy guidelines and procedures, maintaining confidentiality and discretion as appropriate
12. In addition to the timetabled teaching days each year, to attend on INSET days, notified in advance through the annual academic year calendar or at short notice in the case of emergency.
13. to undertake other related and relevant tasks as required from time to time in the course of the academic year, at the request of the Head, as part of a reasonable work schedule.

## General:

* To support and mentor other members of the team.
* To comply with, promote and act in accordance with all policies.
* To maintaining consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
* To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
* To comply with data protection legislation and expectations for confidentiality.
* To develop your effectiveness in a support role through up-dating your knowledge and skills and seeking and taking account of constructive feedback on your performance.
* To identify and agree personal development objectives with the line manager.
* To make effective use of the development opportunities available to you.
* To promote and safeguard the welfare of pupils in your care or that you come into contact with in accordance with the whole school Child Protection Policy.
* Any other duties commensurate with this post as directed by the Head.

## Additional Information

## It is our practice to vary the specific responsibilities in line with the needs of the establishment. This will be carried out in consultation with the postholder.

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review (in consultation with the postholder) to reflect the changing needs of the School.

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Headteacher or his/her representative.

**This job needs to be considered in the context of a changing and evolving School, including the approved new sponsor Ambitions Academies Trust and therefore the duties detailed here will need to be adjusted to meet the needs of a changing organisation.**

**NOTE:  
This job description will be reviewed at least once a year and may be subject to modification or amendment after consultation with the post holder.**

**Signed: ………………………………………….. Date: ………………………………**

**Post holder**

**Signed: ………………………………………….. Date: ………………………………**

**Leader of Establishment**

***One copy to be retained by member of staff and one kept on file.***

**THIS POST IS EXEMPT FROM THE REHABILITATION OF OFFENDERS ACT 1974**

**ALL SAINTS SCHOOL AND AMBITIONS ACADEMIES TRUST ARE COMMITTED TO PROVIDING A SAFE, SUPPORTIVE AND STIMULATING ENVIRONMENT FOR ALL ITS PUPILS FOLLOWING SAFEGUARDING CHILDREN 2004 GUIDELINES**