

**Teacher**

**Job Description**

**Daubeney Academy**

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| **Job Description**  **Teacher** |

A teacher of any subjects/form tutor is required to carry out the Conditions of Employment as set out in the Teachers’ Pay and Conditions Document. Daubeney Academy has an ethos of Inclusion and you will be expected to implement this ethos in your role within the school.

**MAIN DUTIES AND RESPONSIBILITIES**

The details set out below describe the main duties and responsibilities relating to the post. However, a document such as this does not permit every item to be specified in detail, nor does it direct the particular amount of time to be spent in carrying them out.

**Responsibilities of a Teacher**

The following areas of responsibility will pertain to all teachers who teach at the school. A number of these responsibilities will appear in other documentation relating to specific roles in the school.

Children respond to the example set by the adults who work in the school. It is, therefore, expected that you conduct yourself in a professional manner, both in behaviour and dress, at all times, whilst you are responsible for students at the school.

As a teacher you will be required:

1. to care for the children in the school;
2. to work co-operatively with a team of teachers;
3. to contribute to curriculum planning and development;
4. to take part in the evaluation of the monitoring of teaching and learning
5. to raise students’ levels of achievement;
6. to raise standards of literacy;
7. to raise standards of numeracy;
8. to ensure that the students experience a wide range of learning situations;
9. to have an awareness and understanding of whole school policies adhere to them
10. to ensure that assessment and evaluation are an integral part of all planning
11. to ensure that marking is in line with policy and is kept up-to-date.
12. To ensure that differentiation, progression and continuity are an integral part of the

planning and delivery of the curriculum;

1. to keep a record of lesson planning and work covered in line with the school’s guidelines: this to be made
2. available to those to whom you are accountable;
3. to keep statistical information about the students you teach: this to be made available to other colleagues;
4. to take into account previous statistical information accumulated for individual students;
5. to liaise with colleagues, especially the Progress Leaders and Subject Leaders, in respect of any poor performance by students;
6. to maintain a good educational ethos, including classroom management, control and tidiness, display and the imaginative use of teaching materials, their control and storage;
7. to be aware of current educational thinking and practices and to attend courses after consultation with the Deputy Head teacher(Standards and Assessment);
8. to attend meetings relevant to the needs of the students in the school; to be involved with discussion with parents;
9. to liaise with advisers, support staff and outside agencies, after consultation with the Head teacher, as required to fulfil the needs of the post;
10. to avoid generalised assumptions about individuals or particular groups of children, being especially wary of those relating to race, gender or social background;
11. to positively promote multicultural awareness and anti-racism;
12. to ensure that you are punctual when going on duty, registering and/or teaching a class;
13. to be part of a duty team responsible for the behaviour, conduct and welfare of the students in “out of lessons” situations;
14. to be on duty at all times, i.e. to contribute to the ethos of the school by being alert to all matters in and around the building - taking action as and when it is required;
15. to support the Colours System;
16. to teach students within the school as may be directed by the Head teacher;
17. to carry out supervisory duties before school, during break time and after school for the Health and Safety of the students, as directed by the Head teacher.

**Responsibilities of a Form Tutor**

**Principal Responsibilities**

The Form Tutor’s responsibility, from an administrative, academic and pastoral viewpoint, cannot be overstated. The Form Tutor must foster the feeling of “belonging”. Form Tutors must see the student as an individual; know his/her interests, pastimes, medical and social history and any other relevant details.

As Form Tutor you will be required:

* to ensure that all details you have entered in the Registers are correct;
* to ensure that all necessary correspondence is correctly addressed to the parent(s) or carer(s);
* to familiarise yourself with every student’s record file;
* to ensure that all relevant colleagues are made aware of any medical condition/requirements of a student in your Tutor Group;
* to advise your Progress Leader of any change of circumstances relating to an individual in your Tutor Group;
* to familiarise yourself with every child’s overall attainment in all subjects, not only in the subjects you teach them;
* **t**o encourage and support each student to have pride in both their good behaviour and work;
* to liaise with parents when the need arises;
* to take part in Year activities;
* to regularly reinforce the school rules.

**ACCOUNTABLILITY**

The Post holder is accountable to the Head teacher and/or Deputy Head teachers

The Job Description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended and duties varied to meet the changing needs of the school at any time after consultation with you.