



All Saints

a Church of England Academy

Job Description Main Pay Range Teacher

Post Title:	TEACHER
Purpose:	<ul style="list-style-type: none"> To provide the highest quality of education, care and preparation for life for all students in the academy in accordance with the Teachers' Standards (indicated in brackets through the rest of this document in <i>italics</i>) To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential. To follow the academy's safeguarding policy and procedures
Reporting to:	Head of Faculty
Responsible for:	The provision of a full learning experience and support for students.
Liaising with:	Head/Deputies, teaching/support staff LEA representatives, external agencies and parents/carers.
Working Time:	195 days/1265 hours per year. (Full-time or Part-time equivalent)
Salary/Grade:	M1-6 (+UPS where appropriate)
Disclosure level	Enhanced
MAIN (CORE) DUTIES & RESPONSIBILITIES This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the duties listed below are not in any priority and are not exhaustive. The job description or the duties may vary or be amended, in consultation with the post-holder, from time to time without changing either the level of responsibility or the financial remuneration with this post.	
Teaching:	<ul style="list-style-type: none"> To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in academy and elsewhere (<i>TS2, TS5</i>). To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required (<i>TS2, TS6, TS8</i>). To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students (<i>TS6</i>). To ensure that ICT, Literacy, Numeracy and academy subject specialism(s) are reflected in the teaching/learning experience of students (<i>TS3, TS4</i>). To undertake a designated programme of teaching (<i>TS4, TS5</i>) To ensure a high quality learning experience for students which, as a minimum, meets internal and external quality standards (<i>TS1, TS2, TS6, TS7</i>). To prepare and update subject materials (<i>TS1, TS4, TS5</i>).
	<ul style="list-style-type: none"> To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus (<i>TS1, TS7</i>). To maintain discipline in accordance with the academy's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework (<i>TS7</i>). To undertake assessment of students as requested by external examination bodies, faculty and academy procedures (<i>TS6</i>). To mark, grade and give written/verbal and diagnostic feedback as required (<i>TS6</i>).

Operational/ Strategic Planning	<ul style="list-style-type: none"> To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Faculty (TS4, TS5). To contribute to the Curriculum Area and Faculty's development plan and its implementation (TS8). To plan and prepare courses and lessons (TS4). To contribute to the whole academy's planning activities (TS8).
Curriculum Provision:	<ul style="list-style-type: none"> To assist the Head of Faculty, the Deputy Headteacher, to ensure that the curriculum area provides a range of teaching to complement the academy's strategic objectives (TS8).
Curriculum Development:	<ul style="list-style-type: none"> To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the academy's Mission and Strategic Objectives (TS5, TS6, TS8).
Staffing Staff Development: Recruitment/ Deployment of Staff	<ul style="list-style-type: none"> To take part in the academy's staff development programme by participating in arrangements for further training and professional development (TS8). To continue personal development in the relevant areas including subject knowledge and teaching methods (TS3, TS8). To engage actively in the Appraisal process (TS8). To ensure the effective/efficient deployment of classroom support (TS2, TS4, TS5) To work as a member of a designated team and to contribute positively to effective working relations within the academy (TS8).
Quality Assurance:	<ul style="list-style-type: none"> To help to implement academy quality assurance procedures and to adhere to those (TS8). To contribute to the process of monitoring and evaluation of the curriculum area/faculty in line with agreed academy procedures, including evaluation against quality standards and performance criteria (TS8). To seek/implement modification and improvement where required (TS8). To review from time to time methods of teaching and programmes of work (TS1, TS3, TS4). To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and care, guidance and support functions of the academy (TS8).
Management Information:	<ul style="list-style-type: none"> To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc. (TS8). To complete the relevant documentation to assist in the tracking of students (TS6, TS8). To track student progress and use information to inform teaching and learning (TS6, TS8).
Communications:	<ul style="list-style-type: none"> To communicate effectively with the parents/carers/carers of students as appropriate (TS8). Where appropriate, to communicate and co-operate with persons or bodies outside the academy (TS6, TS8). To follow agreed policies for communications in the academy (TS8).

Marketing and Liaison:	<ul style="list-style-type: none"> To take part in marketing and liaison activities such as Open Evenings, Consultation Evenings, Academic Review days and liaison events with partner academies (TS8). To contribute to the development of effective subject links with external agencies (TS8).
Management of Resources:	<ul style="list-style-type: none"> To contribute to the process of the ordering and allocation of equipment and materials (TS8). To assist the Head of Faculty to identify resource needs and to contribute to the efficient/effective use of physical resources (TS8). To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the academy, faculty and the students (TS8).
Care, Guidance & Support System:	<ul style="list-style-type: none"> To be a Learning Tutor to an assigned group of students (TS8). To share and support the academy's responsibility to provide and monitor opportunities for personal and academic growth (TS1, TS8). To promote the general progress and well-being of individual students and of the Tutor Group as a whole (TS1, TS7, TS8). To liaise with the Assistant Headteacher/Deputy Headteacher to ensure the implementation of the academy's Care and Guidance System (TS8). To register students, accompany them to collective worship, encourage their full attendance at all lessons and their participation in other aspects of academy life (TS8). To evaluate and monitor the progress of students and keep up-to-date student records as may be required (TS6, TS8). To contribute to the preparation of Action Plans, progress files and other reports (TS8). To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved (TS1, TS7, TS8).
	<ul style="list-style-type: none"> To communicate as appropriate, with the parents/carers of students and with persons or bodies outside the academy concerned with the welfare of individual students, after consultation with the appropriate staff (TS8). To contribute to PHSE and citizenship and enterprise according to academy policy (TS8). To apply the behaviour for learning systems so that effective learning can take place (TS1, TS7, TS8).
Other Specific Duties (TS8):	
<ul style="list-style-type: none"> To model and "live out" the Christian values which underpin the academy. To play a full part in the life of the academy community, to support its distinctive Church mission and ethos and to encourage staff and students to follow this example. To support the academy in meeting its legal requirements for Collective Worship. To promote actively the academy's corporate policies. To continue personal development as agreed. To be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. To comply with the academy's Staff Code of Conduct Policy, Health and Safety Policy and undertake risk assessments as appropriate. To undertake any other duty as specified by STPCB not mentioned in the above. <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p>	

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by academy leaders and the Governing Body to reflect or anticipate changes in the job which are commensurate with the salary and job title.