



Job Description

Job Title: Teacher

Location: Maltings Academy

Reports to: Head of Subject

Purpose of the Role:

To carry out the professional duties of a teacher in accordance with academy policies and under the direction of the Head of Academy, providing high quality teaching and pastoral care and delivering high standards of learning and achievement for all students

To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

Responsibilities:

Teaching and Managing Pupil Learning:

- Identifying clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the pupils being taught.
- Setting appropriate and demanding expectations for pupils' learning and motivation.
- Setting clear targets for pupils' learning, building on prior attainment and considering each pupil as an individual
- Using IEPs to identify pupils who have special educational needs.
- Ensuring effective teaching of whole classes, groups and individuals so that teaching objectives are met, momentum and challenge are maintained, and best use is made of teaching time.
- Using teaching methods which keep pupils engaged, including stimulating pupils' intellectual curiosity, effective questioning and response, clear presentation and good use of resources.
- Setting high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships.
- Ensuring that pupils are thoroughly prepared for their examinations and that any examination coursework is completed and marked according to examination board and departmental criteria.
- Liaising effectively with support staff working within the learning area.
- Providing extra-curricular activities to extend and challenge pupils with before and after school sessions,

Monitoring and Assessing Pupil Progress:

- Marking and monitoring pupils' class and homework providing constructive oral and written feedback, setting targets for pupils' progress.
- Assessing how well learning objectives have been achieved and use this assessment for future teaching
- Maintaining full records of attendance, homework, National Curriculum Attainments, and examinations for pupils taught, including members of the tutor group.
- Producing and analysing teaching group examination predictions and results as requested by the Head of Departments, Senior Leadership team and the Principal, Outcomes.
- Participating in departmental discussions of pupil targets and progress and of the development of strategies to meet departmental targets.
- Overseeing the pastoral needs of all pupils taught and passing on any concerns to the appropriate member of staff.
- Contribute to the preparation of Action Plans and progress files and other reports.
- Mentoring and negotiating individual targets for tutees.





Resources within the Department:

- Selecting and making good use of learning resources to enable teaching objectives to be met.
- Ensuring that stock and equipment is well cared for and economically used.
- Ensuring that departmental rooms present a stimulating and tidy environment.
- Implementing the Academy Health and Safety Policy.

Communication with Parents:

- Attending any appropriate meetings with parents.
- Providing informative reports to parents.
- Raising, in consultation with the Student Progress Leaders, particular concerns regarding tutees with parents.

Internal Communication:

- Representing the views and interests of the learning area to the Head of Department.
- Providing information required by Heads of Department, Student Progress Leaders, SENDCo.
- Actively participating in Department Meetings.

Staff Absence:

- Ensuring that appropriate work has been set and that the resources required are available.
- Supporting supply staff who are working within the learning area.

Your own Professional Development:

- Keeping up to date with research and developments in pedagogy and in any subjects taught, raising, when appropriate, issues with the Head of Department.
- Evaluating their own teaching critically and use this to improve their effectiveness.
- Building up a thorough understanding of their professional responsibilities in relation to school policies and practices.
- Setting a good example to the pupils they teach in their presentation and their personal conduct.
- Participating in Performance Management arrangements.

Specific Task & Responsibilities

- Undertake the duties of a form tutor as determined by the Principal.

Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Teachers' Pay and Conditions.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.





7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Equality, Equity, Diversity and Inclusion

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.



Person Specification

Job Title: Teacher

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> • Be degree level educated (subject specialist required) • Hold an appropriate teaching qualification 	
Knowledge/Experience	Specific knowledge/experience required for the role	<ul style="list-style-type: none"> • Have a secure knowledge and understanding of the subject(s) they are trained to teach • Experience of teaching up to KS3 and KS4 • To have had successful teaching experience across the age range and ability • Experience of working effectively as part of a team 	<ul style="list-style-type: none"> • Knowledge and experience of teaching vocational qualifications • To have completed any NGB qualification
Skills	Line management responsibilities (No.)	<ul style="list-style-type: none"> • n/a 	
	Forward and strategic planning	<ul style="list-style-type: none"> • Have knowledge of National Curriculum requirements at KS3 & KS4, and of writing lesson plans, developing resources, developing & updating schemes of work & assessing students' work 	
	Budget (size and responsibilities)	<ul style="list-style-type: none"> • n/a 	
	Abilities	<ul style="list-style-type: none"> • Be an excellent classroom practitioner • Be able to evidence how they have raised attainment and challenged high achieving students to obtain the best grades • Excellent interpersonal, planning and organisation skills 	



		<ul style="list-style-type: none"> • Be able to lead and manage your own work effectively • Have excellent time management skills • Excellent IT Skills • Ability to work effectively as part of a team 	
Personal Characteristics	Behaviours	<ul style="list-style-type: none"> • Be committed to the pursuit of high standards, both academic and behavioural • Possess excellent behaviour management skills • Reflective practitioner, open to feedback and training to establish outstanding classroom practice • A commitment to and understanding of professionalism in line with the National Teaching Standards • Be committed to being an excellent team player • Be able to communicate effectively both orally and in writing to a variety of audiences 	
	Values	<ul style="list-style-type: none"> • Ability to demonstrate, understand and apply our values <ul style="list-style-type: none"> ○ Be unusually brave ○ Discover what's possible ○ Push the limits ○ Be big hearted 	
Special Requirements		<ul style="list-style-type: none"> • Successful candidate will be subject to an Enhanced Disclosure & Barring Service Check • Right to work in the UK • Show a commitment to promoting the welfare and safeguarding of children and young 	



		<p>peopleEvidence of a commitment to promoting the welfare and safeguarding of children and young people</p> <ul style="list-style-type: none">• Show a commitment to providing a fair, equitable and mutually supportive learning and working environment for our children & young people and staff	
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