



Co-op Academy
Failsworth

Teacher Job Description

P/D cross references the duties which relate to the job purpose

Post Title :		Teacher
Grade:		Classroom teacher pay scale
Directly Responsible to:		Head of Department and Key Stage Subject Leaders
Hours of Duty:		Ref: Teacher’s Pay & Conditions
	P/D	
Post Purpose	a) b) c)	<ul style="list-style-type: none">• To teach groups of students effectively as per timetabled subjects• To assist and support pupil academic progress and emotional development within a Subject area• To work with colleagues as appropriate to raise standards of achievement and attainment.• To promote the full ECM agenda within the Subject area and throughout the school.
Responsible for		The provision of a full learning experience and support for students.
Liaising with		Headteacher, Senior Leadership Group, teachers and support staff, LA representatives, external agencies and parents.
Working time		Full time
Disclosure Level		Full Enhanced Criminal Records Bureau check, and DBS certificate
MAIN (CORE) DUTIES		
Teaching	a, b, c, d	<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 school and elsewhere.• To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.• To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.• To ensure that ICT, literacy, numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students.• To undertake a designated programme of teaching, including accredited courses.• To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus/specification.• To provide a positive, conducive and safe learning environment, encouraging high standards in punctuality, presentation of work and relationships.• To set high expectations for pupils’ behaviour and maintain a good standard

		<p>of discipline through well focused teaching, fostering positive relationships and implementing the school's Behaviour Policy.</p> <ul style="list-style-type: none"> • To undertake assessment of students as requested by external examination bodies, departmental and school procedures. • To mark, grade and give written/verbal and diagnostic feedback as required following school policies.
Operational/ Strategic Planning	a, b, c, d	<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 Subject area. • To contribute to the Subject area's development plan and its implementation. • To plan and prepare courses and lessons. • To contribute to the whole school's planning activities.
Curriculum Provision	a, b, c	<ul style="list-style-type: none"> • To assist the Head of Department, to ensure that the Subject area provides a range of teaching which compliments the school's strategic objectives.
Curriculum Development	a, b	<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 school's Strategic Objectives. • To remain cogniscent of changes at examination level so that teaching is appropriate to Ofqual/Board requirements.
Staffing		<ul style="list-style-type: none"> • To take part in the school's staff development programme by participating in arrangements for further training and professional development. • To continue personal development in the relevant areas including subject knowledge and teaching methods at both KS3 and accredited levels. • To engage actively in the Performance Management Review process. • To ensure the effective/efficient deployment of classroom support. • To work as a member of a designated team and to contribute positively to effective working relations within the school.
Quality Assurance	a, b, c, d	<ul style="list-style-type: none"> • To help to implement school quality procedures and to adhere to those. • To contribute to the process of monitoring and evaluation of the Subject area in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek, implement modification and improvement where required. • To review from time to time methods of teaching and programmes of work. • To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
Management Information	a, b	<ul style="list-style-type: none"> • To maintain appropriate records and to provide relevant accurate and up-to-date information to MIS, registers, etc. • To complete the relevant documentation to assist in the tracking of students. • To track student progress and use information to inform teaching and learning.
Communication and Liaison	a, b, c, d	<ul style="list-style-type: none"> • To communicate with other colleagues regarding subject and student matters • To communicate with Pupil Premium co-ordinator, and SEND team regarding vulnerable groups and their progress. • To communicate effectively with the parents of students as appropriate. • Where appropriate, to communicate and cooperate with persons or bodies outside the school. • To follow agreed policies for communications in the school. • To take part in parents' evenings.

		<ul style="list-style-type: none"> • To contribute to the development of effective subject links with external agencies.
Management of Resources		<ul style="list-style-type: none"> • To contribute to the process of the ordering and allocation of equipment and materials. • To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources. • To cooperate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, Subject area and the students.
Pastoral System	b, c, d	<ul style="list-style-type: none"> • To be a Family Tutor to an assigned group of students. • To promote the general progress and wellbeing of individual students and of the subject area group as a whole. • To liaise with a Progress Leader and Head of House to ensure the implementation of the school's pastoral system. • To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life. • To evaluate and monitor the progress of students and keep up-to-date student records as may be required. • To contribute to the preparation of action plans and progress files and other reports. • To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved. • To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff. • To contribute to PSHCE and citizenship and enterprise according to school policy. • To apply the Behaviour Policy so that effective learning can take place.
School Ethos and Other		<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. • To participate in the school extra-curricular programme. • To support the school in meeting its legal requirements for worship. • To promote actively the school's corporate policies. • To comply with the school's Health and Safety policy and undertake risk assessments as appropriate. • To undertake any reasonable additional duties as directed by the Headteacher.

Signatures :

The school 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 below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade in line with the school's changing needs.

Signed (Teacher)

Signed (Headteacher)

Dated (Teacher)

Dated (Headteacher)

Failsworth School Teacher Person Specification

Note to applicants:

The **Essential Criteria** are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.
The **Desirable Criteria** are used to help decide between candidates who

A = Application
I = Interview
R = References

TRAINING AND QUALIFICATIONS

	Essential	Desirable	Source
Qualified Teacher Status	✓		A
Degree	✓		A
Successful experience of teaching in the 11-16 sector.	✓		A R

PROFESSIONAL KNOWLEDGE AND UNDERSTANDING

Applicants should be able to demonstrate a good knowledge and understanding of the following areas:

	Essential	Desirable	Source
Has an understanding of current educational issues	✓		I
Understanding of issues relating to "Every Child Matters"	✓		A I R
Strategies for raising standards	✓		A I R
Effective learning and teaching strategies	✓		A I R
Knowledge of the Secondary Curriculum and National Strategies	✓		A I
Use data effectively	✓		A I
Effective user of ICT. Able to use range of management software	✓		A I R
Show awareness of whole school issues	✓		I R
The ability to translate vision into practice		✓	A I
Developed partnerships with stakeholders		✓	I
Excellent subject knowledge and awareness of the latest initiatives in that subject	✓		A I R

EXPERIENCE AND CURRENT PRACTICES	Essential	Desirable	Source
Applicants should be able to demonstrate from their experience and current practice the ability to			
Prioritise, plan and organise	✓		A I R
Delegate tasks, monitor and evaluate outcomes	✓		I R
Act as a role model for pupils and staff by setting high personal and professional standards	✓		A I R
Motivate and inspire pupils, staff, parents, governors and the wider community	✓		A I R
Deal sensitively with people and resolve conflicts	✓		I R
Use appropriate leadership styles in different situations and understand their likely effects.	✓		I R

SKILLS AND PERSONAL QUALITIES/CHARACTERISTICS	Essential	Desirable	Source
Applicants should be able to demonstrate from their experience and current practice the ability to			
Enjoy working with, and for, young people, as well as adults	✓		A I R
Be an excellent classroom practitioner able to secure pupil engagement in learning	✓		A I R
Have the imagination, energy and capacity for hard work together with an enthusiasm to take on developments and challenges	✓		A I
Demonstrate the ability to identify tasks, and move projects forward to successful completion	✓		A I
Possess excellent communication skills. Able to engage a variety of audiences	✓		A I R
Ability to analyse issues and to think both creatively and strategically	✓		A I
Be a problem solver	✓		A I
Ability to apply and adapt national initiatives in a local context	✓		A I
A commitment to comprehensive and inclusive education	✓		A I
Be good at completing tasks, as well as starting them	✓		A I
Be willing to contribute to activities outside the timetable	✓		A I
Personable, approachable, whilst still inspiring respect and personal and professional credibility	✓		A I
Ability to work under pressure whilst maintaining a positive and creative attitude	✓		A I R