

TEACHER JOB DESCRIPTION

POST: Teacher

REPORTING TO: All staff work under the direction of the Principal and Vice Principal with delegated authority.

RELATIONSHIPS: All Teachers and support staff, Parents and Carers and LEA representatives and Trust Members.

PURPOSE: Responsible for the education and welfare of designated classes/groups of pupils at the direction of the Principal, in accordance with the requirements of the Conditions of Employment of School Teachers. To have due regard for the requirements of the National Curriculum, this school's aims, objectives and schemes of work and the policies drawn up by this school's Governing Body, as well as contributing to the ethos of the Academy.

DUTIES: The responsibilities specified in the following job description are in accordance with those specified in the School Teacher's Pay and Conditions Document, which a School Teacher is required to perform. The post holder will be expected to manage all aspects of teaching within the overall educational aims of the school, and establish and maintain the highest quality possible of teaching and learning.

Teaching:

- Plan and prepare courses and lessons as directed.
- Teach, according to their educational needs, the pupils assigned to you, including the setting and marking of work carried out by the pupil in school and elsewhere.
- Assess, record and report on the development, progress and attainment of pupils where appropriate.

Other Activities:

- Promote the general progress and well-being of individual pupils and any class or group assigned.
- Provide guidance, advice and support to pupils on educational, social and emotional matters and make relevant records and reports on personal and social needs when necessary. (including further education and future careers).
- Communicate and consult with the parents of pupils and with school governors.
- Communicate and co-operate with persons or bodies outside the school where appropriate.
- Participate in meetings arranged for any of the purposes described above.
- Participate in arrangements made for the appraisal of performance for yourself and that of other teachers.
- Perform particular duties as may be reasonably assigned to you by the Principal from time to time.

Assessments and Reports:

- Provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups where appropriate.

Professional Development:

- Review, from time to time, your methods of teaching and programmes of work with the Academy's Director of Primary Education and/or Principal.
- Participate in arrangements for your further training and professional development as a teacher, and to share these experiences with colleagues, both informally and at staff meetings.
- In the case of a teacher serving an induction period pursuant to the Induction regulations, participating in arrangements for their supervision or training

Educational Methods:

- Advise and co-operate with the Principal and other teachers (or any one or more of them) in preparing and developing whole school courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

Discipline, Health and Safety:

- Maintain good order and discipline among the pupils you are teaching, and share in the corporate responsibility for the well-being and behaviour of all pupils in school.
- Safeguard the pupils' and your own safety, both when authorised to be on the school premises and when you are engaged in authorised school activities elsewhere.

Staff Meetings:

- Participate in meetings, including preparation and delivery of reports, at the school which relate to the curriculum or to administration and organisation, including pastoral arrangements.

Cover:

- Supervising and, so far as practicable, teaching any pupils whose teacher is not available to teach them.

External Assessments:

- Participating in arrangements for preparing pupils for external assessments, assessing pupils for the purposes of such assessments and recording and reporting such assessments; and participating in arrangements for pupils presentation for, and conducting such assessments.

Management:

- Take such part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

Administration:

- Participate in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for the teachers in the school.
- Attend assemblies and/or acts of corporate school worship, as required.
- Mark form registers, ensuring absences or lateness are noted and appropriate action taken where there are concerns.
- Assist in the supervision of pupils, whether these duties are performed before, during or after school sessions.
- Comply with all Manorside and AAT school policies.

Additional Duties:

- Support our culture of 'High Expectations leads to High Achievers.'
- Encourage staff and students to follow this example.
- Play a full part in the life of the school community.
- Comply with data protection legislation and expectations for confidentiality.
- Identifying and agreeing personal development objectives with the line manager.
- Making effective use of the development opportunities available to you.
- Promoting and safeguarding 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.

Career/Salary Progression linked to this post:

- In accordance with the provision of the Performance Management Policy and Pay Policy there will be an annual review of the performance of the teacher taking into account the performance management objectives.
- The outcomes of the annual performance management review will be considered and may inform the pay review.

Additional Information: Arrangements for Performance Management:

- Performance Management will be carried out on an annual basis and be related to the responsibilities outlined on the job description.
- The Teacher will be provided with induction support covering the basics of the job and the context of the work. If appropriate this may be followed by attendance at a structured formal induction course.
- The Teacher will be provided with a school mentor/ line manager or other experienced staff member who can be consulted for guidance.
- The Performance Management meeting will evaluate achievements agree areas for development, set appropriate targets and examine potential training, requirements, changes and actions to be taken.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

In having a clear grasp of the expectations of this role, the post-holder should make close reference to the ***Teaching Standards (DfES 2012)***

All employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

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

This job needs to be considered in the context of a changing and evolving Academy and therefore the duties detailed here will need to be adjusted to meet the needs of a changing organisation.

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.

Name:.....

Signed: **Date**
Post Holder

Name:.....

Signed: **Date**
Principal

AMBITIONS ACADEMIES TRUST IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN. RIGOROUS CHECKS WILL BE MADE OF THE SUCCESSFUL APPLICANT'S BACKGROUND CREDENTIALS, INCLUDING ENHANCED DBS.

High **Expectations** lead to High **Achievers**