

# Job Description

## TEACHER

<b>School:</b> CHS/COA/CPS/EBHS/HHS/SSLT CENTRAL TEAM	Colchester Academy
<b>Reports to:</b>	Team Leader
<b>Salary/Grade:</b>	Main Scale
<b>Hours/Weeks</b>	Full Time
<b>Job Purpose:</b>	The professional duties of all teachers, (other than the Principal) are set out in the STPC and describe the duties required of all mainscale posts. In addition, the requirements of the post of Subject Teacher at Colchester Academy along with the particular duties expected of the post holder have been set out below.

### KEY ACCOUNTABILITIES AND RESPONSIBILITIES:

#### Teaching

- To be accountable for the highest standard of student attainment within all groups taught.
- Planning and preparing schemes of work and lessons
- Appropriate marking of work, giving students clear guidance on how to improve
- Assessing, recording and reporting on the development, progress and attainment of students in accordance with Academy Policy.

#### Professional Development

- Participating in the Academy's Performance Management programme.
- Reviewing and evaluating methods of teaching and programme of work.
- Participating in arrangements for further professional development as a teacher including undertaking professional development which aims to meet needs identified in performance management.

#### Student Support

- Maintaining good order and discipline among students and safeguarding their health and safety.
- Promoting the general progress and wellbeing of individual students and assigned classes or groups.
- Providing guidance and advice to students on educational and social matters.
- Making records and reports on the personal and social needs of students.
- Communicating and consulting with the parents of students.
- Attending and supporting in assemblies, registering the attendance of students and delivering appropriate activities in Student Support time.

#### Staff Meetings

- Participating in meetings and Professional Development activities at the Academy which relate to the Curriculum, administration or organisation of the Academy, including student support arrangements.

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## Cover

- Subject to paragraph 73.9.2 of the STPCD, supervising and so far as practicable teaching any students whose teacher is not available to teach them.

## Health and Safety

- To be responsible for the health and safety of students during lessons and tutor time.

## Additional Duties

As a member of staff working in a school setting to have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and well-being of staff.

To undertake duties as a member of staff in a school that works in partnership with other organisations, to contribute to the development and sharing of good practice into partnerships with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations.

To carry out such other duties which may be required from time to time, within the grading of the post.

## Professional Behaviour

- To be professional, friendly and respectful towards all colleagues, and to address any concerns through proper channels.
- To be professional, friendly, fair and firm with students, demonstrating the sort of politeness and respectfulness that we wish them to emulate.
- To be friendly, helpful and welcoming to parent/carers and others visiting or making contact with the school.
- To provide a good role model for students and staff.
- To support and uphold the aims, values and ethos of the school.
- To develop a relationship with students which is professional, firm, fair, caring and friendly, and based upon mutual respect.
- To maintain an appropriate and professional distance with students in more informal situations.
- Use the school's positive behaviour policy to deal with student behaviour in a manner which is appropriate to the context.
- To celebrate and praise the achievements of staff and students.
- To deal with students in a manner which conveys mutual respect.
- Not to behave towards students in a manner which is aggressive, intimidating or demeaning in any way.
- Be smartly and professionally dressed.

## Miscellaneous

- To continue personal development as agreed at performance review meetings.
- To engage actively in the performance review process.
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To comply with safeguarding policies at all times
- To show a record of excellent attendance and punctuality.
- The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes. Appropriate training will be given to enable the post holder to undertake this new/varied work.

***South Suffolk Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.***

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It is impossible to define clearly the exact nature of any job in a school. Therefore, the purpose of this job description is to outline the main duties that have to be fulfilled. When there is an emergency or in times of difficulty, absence or sickness, it is necessary to take on a variety of tasks and responsibilities regardless of job description under the direction of the Principal or other nominated person.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the line manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation