HATTON ACADEMIES TRUST

JOB DESCRIPTION

Post Title:	Teacher of Product Design
Responsible to:	Head of Department / Faculty Director of Year Appraiser
Salary Grade:	Band 1 & 2: Point 1 to 6 (Main Scale equivalent)
Full Time / Part Time:	Part Time

All Teaching Staff Professional Responsibilities:-

1. Work within the School Teachers Pay and Conditions document.
2. Promote the Academy's stated ethos.
3. Contribute to and implement the Academy's annual Improvement Plan and agreed policies.
4. Teach as directed throughout the Academy, subject to appropriate training.
5. Monitor, expect and improve progress in pupil learning.
6. Participate in the pastoral management of the Academy as requested.
7. Take part in appraisal procedures outlined in the agreed Academy policy.
8. Take responsibility for their own professional development.
9. Be accountable for the progress and attainment of all teaching groups.
10. To meet all the Teacher Standards and maintain a level of performance in line with career stage expectations.

All Teaching Staff Specific Responsibilities:-

1. Plan and deliver lessons using a range of strategies to meet pupils' individual learning needs.
2. Have a thorough knowledge and understanding of their subject, its teaching and place in the National Curriculum and that of the Academy.
3. Set and mark homework according the Academy and department policies.
4. Mark, assess, record and report on pupils' achievements, setting appropriate targets for improvement.
5. Meet deadlines for reporting, marking, submission of assessment data, coursework, marks and forecast grades.
6. Prepare pupils for examinations, taking part in standardising and moderating activities required by departments and examination boards.
7. Contribute to the development of schemes of work, Academy and department policies as appropriate.
8. Attend and contribute to appropriate meetings and professional development activities.
9. Contribute to the process of department self-evaluation and improvement planning.

10. Undertake whatever other duties might reasonably be requested by the Principal or Head of Faculty/Department.

Form Tutor Responsibilities:-

1. Take responsibility for day to day discipline routines and attendance in the form group.
2. Review and discuss pupils' work and welfare, setting targets as necessary.
3. Promote good behaviour and positive attitudes at all times.
4. Support form, year and Academy activities as appropriate.

Band 3 Teachers (UPS):-

1. Play a senior and proactive role within the department / faculty to enhance the quality of provision.
2. Play a senior and proactive role within the department / faculty to enhance the extra-curricular provision and opportunities.
3. Play a proactive role in leading the professional development of other colleagues within the department / faculty.

General:-

1. Responsibility for safeguarding and promoting the welfare of children at the Academy.
2. The Academy has a commitment to be inclusive in terms of ethnicity, gender, disability, social background and academic ability and expects all staff to share this responsibility.
3. Share and actively promote the Academy's commitment to promoting equal opportunities and tackling discrimination.
4. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances.
5. Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and comply with policies and procedures relating to health and safety within the Academy.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation. This job description should be read in conjunction with 'Clarification notes on the exercise of professional duties for all teachers, other than head teachers' contained within the School Teachers' Pay & Conditions Document.

Signature of Post holder _____

Date _____

Signed on behalf of the Academy _____

Date _____