| | |
|---|---|
| Name | |
| Date drafted | |
| Date reviewed | June 2019 |

# Alec Reed Academy

# Job Description

The purpose of this Job Description is to set out in general terms the management, purpose and responsibilities of a specific job at the ARA.

It is not intended to be a comprehensive listing of every task that an ARA employee might be called upon to undertake.

Neither is it a legal document, although it may be referred to in Contracts of Employment.

ALEC REED ACADEMY
PROUD TO LEARN

## MANAGEMENT DETAILS

| | |
|---|---|
| Job Title | Teacher |
| Location/work base | |
| Grade | |
| Reporting to: | The Governing Body through the Principal |
| Line Manager | Subject Leader – PSHE & Citizenship, and Health & Social Care |
| Posts directly supervised: | |
| Staff or contractors indirectly supervised | |

## THE MAIN PURPOSE OF THE JOB

The main purpose of the job is to help ensure continuous improvement in the quality of teaching and learning in the subject area or areas in which you work.

Performance Targets will be set and agreed as part of the annual cycle of Appraisal and review.

# SPECIFIC DUTIES AND RESPONSIBILITIES

**To be read with reference to the ARA employment contract terms and conditions, a copy of which is available from the HR department.**

**1. Teaching**

A Teacher shall carry out the professional duties of a teacher at Alec Reed Academy as circumstances may require, under the reasonable direction of the Principal and Chief Executive of the Academy.

In each case having regard to the curriculum for the Academy, and with a view to promoting the development of the abilities and aptitudes of the students in any class or group assigned to him/her:

- Planning and preparing course and lessons;
- Teaching, according to their educational needs, the students assigned to him/her, including the setting and marking of work to be carried out by the student in the Academy and elsewhere;
- Assessing, recording and reporting on the development, progress and attainment of students, including records on student attendance at lessons together with class and homework set and undertaken.

**2. Other Activities:**

- Promoting the general progress and well-being of individual students and of any class or group of students assigned to him/her;
- Providing guidance and advice to students on educational and social matters and on their future education and future careers, including information about sources of more expert advice on specific questions, making relevant records and reports;
- To carry out the function of Form Tutor as required, including the taking of an accurate and up-to-date form register and following the Academy procedures on student attendance, checking diaries, student uniform and issuing of notices, letters home and accompanying the form to appropriate assemblies;
- Making records and reports on the personal and social needs of students;
- Communicating and consulting with the parents of students;
- Communicating and co-operating with persons or bodies outside the Academy;
- Participating in meetings arranged for any of the purposes described above;
- Be tutor to a form group.

**3. Assessments and Reports:**

- Providing or contributing to oral and written assessments, reports and references relating to individual students and groups of students.

**4. Professional Development:**

(a) Appraisal:

- Participating in arrangements as adopted by the Academy for the assessment and review of his/her performance and that of other teachers.

(b) Review, Induction, Further Training and Development:

- Reviewing from time to time his/her methods of teaching and programmes of work;
- Participating in arrangements for his/her further training and professional development as a teacher including undertaking training and professional development which aims to meet needs identified in Appraisal objectives and targets or in Appraisal statements.

**5. Educational Methods:**

- Advising and co-operating with the Principal, Associate Principals, Assistant Principals and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

**6. Discipline, Health & Safety:**

- Maintaining good order and discipline among the students and safeguarding the health and safety of students and others authorised to be on the Academy premises and when they are engaged in authorised Academy activities elsewhere in line with the Academy Health and Safety Policy.

- Responsibility for his/her teaching areas with regards to good order, health and safety, appearance and display.

- Ensure up to date knowledge and understanding of the Academy's Child Protection and Safeguarding Policy.

**7. Staff Meetings:**

- Participating in meetings at the Academy which relate to the curriculum for the Academy or the administration or organisation of the Academy, including pastoral arrangements;

**8. Cover:**

- Supervising and, so far as practicable, teaching any students whose teacher is not available to teach them as requested by the member of staff in charge of cover in line with the cover policy.

**9. Public and Internal Examinations:**

- Participating in arrangements for preparing students for public and internal examinations and in assessing students for the purposes of such examinations and recording and reporting such assessments; and participating in arrangements for students' presentation for and any subject specific supervision during such examinations.

**10. Management:**

- Undertake whole Academy duties in accordance with published rotas, assist in the management of students when not in timetabled lessons;

- Contributing to the selection for appointment and professional development of other teachers and non-teaching staff, including the induction and assessment of new teachers and teachers serving induction periods pursuant to the Induction Regulations.

- Taking such part as may be required of him/her in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the Academy.

**11. Administration:**

- Participating in administrative and organisational tasks related to such duties as are described above, including the management and supervision of persons providing support for the teachers in the Academy and the ordering, allocation, and best use of resources, minimising waste;

- Attending assemblies, registering the attendance of students and supervising students, whether these duties are to be performed before, during or after Academy sessions.