

Akeley Wood School Teacher Job Description

The following items are included in the professional duties which a teacher may be required to perform under the reasonable direction of the Head.

1. Teaching

Having regard to the curriculum for the school:

- planning and preparing schemes of work and lessons;
- teaching, according to their educational needs, the pupils assigned to her/him, including the
- setting and marking of work to be carried out by the pupils in school and elsewhere;
- assessing, recording and reporting on the development, progress and attainment of pupils;
- organising and planning extra-curricular activities in your curriculum area.

2. Other activities

- Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to her/him;
- providing guidance and advice to pupils on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports;
- making records of and reports on the personal and social needs of pupils;
- communicating and consulting with the parents of pupils as directed by the Head;
- attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions;
- participating in meetings arranged for any of the purposes described above;
- contributing, wherever appropriate, to the wider life of the school.

3. Assessment and reports

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

4. Performance Management

Participating in the School's performance management of her/his performance, and possibly that of others.

5. Further training and development

- a. Reflecting and improving on own practice and effectiveness in role;
- b. participating in arrangements for her/his further training and professional development as a teacher.

6. Discipline, health and safety

Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

7. Staff meetings

Participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

8. Cover

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

9. Public examinations

Participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for pupils' presentation for and supervision during such examinations in accordance with both internal and external regulations.

10. Administration

Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the school and the ordering and allocation of equipment and materials.

11. General

- Adhering to the policies of the school and Cognita, as published in the Staff Handbook, in particular, policies relating to the safeguarding of children.
- Working towards and support the school vision and the current school objectives outlined in the School Improvement Plan.
- Contributing to the School's programme of extra-curricular activities.
- Supporting and contributing to the School's responsibility for safeguarding students.
- Working within the School's health and safety policy to ensure a safe working environment for staff, students and visitors
- Working to promote equality of opportunity for all pupils and staff, both current and prospective.
- Maintaining high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.

The post holder will undertake other reasonable duties related to the job purpose required from time to time.

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.

Any issues arising from references will be discussed at interview.