



The Carlton
Academy

TEACHER JOB DESCRIPTION/PERSON SPECIFICATION

Responsible to: Head of School, Head of Department, Head of House

Responsible for: The learning of students; teaching in all key stages; the pastoral welfare and general progress of a group of students and raising aspirations of all students

Strategic purpose – what you are trying to achieve

- High quality learning by students
- Outstanding progress for all students and the promotion of (the subject) for learning
- Caring and productive relationships between and among staff, students and parents
- Maximising your own professional learning
- An active and significant role within the department, the college and the Academy

Key responsibilities – what you are responsible for

- Promoting a positive learning environment and an achievement culture
- Leading and managing learning and student welfare within all classes
- Promoting the inclusion of all students in learning
- Contributing to school wide progress
- Engendering a love of (the subject) within students
- Being an exemplary role model for students and colleagues

Key Competencies – skills and qualities you must demonstrate

- Reliability and integrity
- The ability to inspire, motivate and enthuse students
- High expectations of student achievement
- Good relationships with students and staff
- The ability to manage time effectively
- Preparedness to show initiative and take risks
- A high degree of knowledge and expertise within (the subject)
- Good organisation
- Good attendance and an abundance of energy
- Good judgement and knowing when to seek advice or support
- The ability to engender a team spirit and a pride in The Carlton Academy and in the faculty

Specific tasks – what you must do

- Encourage learners to thrive as a result of your teaching
- Encourage students to make good progress
- Demonstrate high levels of expertise and evident interest in what you are teaching
- Plan carefully based on thorough assessment, ensuring that the work is very well pitched and suitably challenging for every learner
- Use methods and resources, such as ICT effectively
- Facilitate increasingly independent learning
- Enthuse and extend learners, including those with additional learning needs
- Analyse data, monitor attainment of all students within each class, ensure that targets are set, progress is reviewed and action taken to eliminate underachievement
- Expect, encourage and support students to achieve consistently high standards
- Manage the behaviour of students effectively
- Monitor the attendance of students in lessons, intervening where it is not good
- Identify, recognise, praise and reward students systematically for good work, good behaviour and good progress
- Contribute to raising the achievement of specific target groups within classes
- Ensure that gifted students are identified and that excellence is promoted and celebrated
- Contact parents when there are concerns about the progress or welfare of students and when they have done particularly well
- Pursue opportunities for students to engage with the wider community through (the subject) and to portray a positive image of the Academy to the Community
- Utilise support staff allocated to groups or individuals effectively
- Take responsibility for your own professional learning
- Contribute to preparing and reviewing high quality schemes of work
- Apply school policies consistently and where necessary, firmly, particularly those relating to teaching and learning, assessment, behaviour, homework and attendance
- Demonstrate a commitment to Out of Hours Learning and enrichment activities
- Help to ensure that all faculty resources are well maintained and managed
- Attend relevant meetings, seminars and conferences
- Teach up to 22 periods per week
- Be responsible for a tutor group
- Other reasonable duties that the Head of School may ask you to perform.

The Carlton Academy is committed to safeguarding children:

The successful candidate must fully meet all the essential criteria e.g. qualifications, experience and any other requirements in relation to working with children and young people.

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.