



## Job Description Teacher (Teacher)

<b>Grade</b>	Teacher Pay Scale (M)
<b>Responsible to</b>	Curriculum Team Leader/Deputy Curriculum Team Leader; Head of Year
<b>Responsible for</b>	-
<b>Hours of work</b>	As outlined in the current School Teachers' Pay and Conditions Document
<b>Revision</b>	1.0 – March 2014

### Main Purpose of Post

- To maintain and build upon the standards achieved in the award for QTS (Secondary) as set out by the Secretary of State
- To meet the professional standards for teachers
- For a newly qualified teacher (NQT) to work towards achieving the Qualified Teacher Standards (QTS)

### Duties and Responsibilities

#### Teaching & Learning

1. To manage student learning through effective teaching in accordance with schemes of work and policies
2. To ensure continuity, progression and cohesiveness in all teaching
3. To use a variety of methods and approaches (including differentiation) to match curricular objectives and the range of student needs, and ensure equal opportunity for all students
4. To set homework regularly (in accordance with the homework policy), to consolidate and extend learning and to encourage students to take responsibility for their own learning
5. To work with SEN staff and support staff (including prior discussion and joint planning) in order to benefit from their specialist knowledge and to maximise their effectiveness within lessons
6. To work effectively as a member of the curriculum team to improve the quality of teaching and learning
7. To set high expectations for all students, to deepen their knowledge and understanding and to maximise their achievement
8. To use positive management of behaviour in an environment of mutual respect which allows students to feel safe and secure and promotes their self-esteem
9. To create and maintain a stimulating learning environment

## **Monitoring, Assessment, Recording, Reporting and Accountability**

1. To be immediately responsible for the processes of identification, assessment, recording and reporting for the students in your charge
2. To contribute towards the implementation of Individual Education Plans as detailed in the current SEN Code of Practice particularly the planning and recording of appropriate actions and outcomes related to set targets
3. To assess students' work systematically and use the results to inform future planning, teaching and curricular development
4. To be familiar with statutory assessment and reporting procedures and to prepare and present informative, helpful and accurate reports to parents which helps student to build on their learning
5. Keep an accurate register of students for each lesson

## **Subject Knowledge & Understanding**

1. To have a thorough and up-to-date knowledge and understanding of the National Curriculum programmes of study, level descriptors, and specifications for examination courses
2. To keep up to date with research and developments in pedagogy and the subject area

## **Pastoral Duties** (where required)

1. To be a tutor to an assigned group of students
2. To promote the general progress and well-being of individual students and of the Tutor Group as a whole
3. To liaise with the Head of Year and Director of Key Stage to ensure the implementation of the pastoral system
4. To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life
5. To contribute to the preparation of Action Plans and progress files and other reports
6. To alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved
7. To communicate, as appropriate, with parents of students and persons or bodies outside the school concerned with the welfare of individual students, after consultation with appropriate staff

## **Professional Standards & Development**

1. To be a role model to students through personal presentation and professional conduct
2. To arrive in class, at the start of the lesson, and to begin and end lessons on time
3. To be familiar with and implement the relevant requirements of the current SEN Code of Practice
4. To consider the needs of all students' within lessons (and to implement specialist advice) especially those who:
  - have SEN
  - vulnerable students
  - are gifted and talented
  - are not yet fluent in English
  - FSM
  - LAC/CiC
5. To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health and Safety, and that of any other persons who may be affected by their acts or omissions at work

## Professional Standards & Development (continued)

6. To be familiar with the Academy and Department handbooks and support all the Academy policies.
7. To establish effective working relationships with professional colleagues and associate staff
8. To strive for personal and professional development through active involvement in the Academy appraisal procedures
9. To make a contribution to curriculum enrichment activities
10. To maintain a working knowledge and understanding of teachers' professional duties as set out in the current School Teachers' Pay and Conditions Document, and teachers' legal liabilities and responsibilities relating to all current legislation, including the role of the education service in protecting children
11. To liaise effectively with parent/carers and with other agencies with responsibility for students' education and welfare
12. To undertake any reasonable task as directed by the Curriculum Team Leader and Leadership Team
13. To be aware of the role of the Governing Body and to support it in performing its duties

## Expectations

1. As appropriate, to the postholder's duties must be carried out in compliance with the following:
  - Trust Equality Scheme
  - Information Security Policies
  - Financial Regulations
  - Health and Safety at Work Act (1974) (and subsequent Health and Safety legislation)
2. To work flexibly as required
3. To maintain confidentiality of the Trust's affairs
4. Participate, support and comply with Trust arrangements for responding to emergencies and/or business interruptions
5. To work at all times within Code of Conduct of the Safeguarding Policy
6. These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the postholder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post

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*This job description should be reviewed annually and may be subject to amendment in consultation with the postholder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Academy in relation to the postholder's professional responsibilities and duties.*

<b>Signed</b> <b>Executive Principal</b>	<b>Signed</b> <b>Postholder</b>
<b>Date</b>	<b>Date</b>