

Job Description

Name:

Position: Teacher

School: Trinity High School

Salary: MPS / UPS

**Job Purpose:**

## To carry out the functions of a teacher in accordance with the Teacher Standards and the stated aims and objectives of the school and the department.

## Duties and Responsibilities

**ORGANISATION**

* To plan, design and produce teaching materials and resources, which are appropriate to age and ability and are in accordance with the Academy Development Plan and the Department Development Plan
* To work with the Head of Department to provide learning experiences which are varied and challenging within KS3 and KS4.
* In accordance with schemes of work, plan, deliver and review lessons that are appropriate to the age and ability of the pupils, so as to facilitate progression in pupils learning
* Assess, record and report on the development, progress and attainment of the pupils assigned to him or her within the Academy guidelines
* Manage classroom and teaching equipment to create a positive learning environment, making effective use of available resources.
* Attend meetings, carry out administrative tasks and duties as specified in the Staff Handbook
* Provide and facilitate the general progress and well-being of any individual student within any group of students assigned to him or her, providing guidance and advice to students on educational and social matters
* Implement the school policy with regard to registration, student absence, dress code and enforce school rules relating to behaviour and health and safety
* Participate in full staff and departmental meetings and to contribute to school decision making and consultation procedures

**ADDITIONAL SPECIFIC RESPONSIBILITY**

* To be a Tutor to an assigned Tutor Group if required, and to carry out related duties in accordance with the general job description of Tutor

**GENERAL DUTIES**

* To carry out a share of supervisory duties in accordance with published rotas
* To participate in appropriate meetings with colleagues and parents relative to the above duties

**RESOURCES**

* Operate relevant equipment/ICT packages (e.g. MS Office, internet, intranet, Bromcom, E-mail)
* Keep up-to-date knowledge of the range of external agencies and opportunities that can be used to provide extra support for students
* Support Learning Support Assistants with day to day issues
* Ensure effective communication with all colleagues (teaching and support staff)

**OTHER AREAS OF RESPONSIBILITY**

**Safeguarding**

* Work in line with statutory safeguarding guidance (e.g., Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
* Promote the safeguarding of all pupils in the MAT.

**General**

* To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
* To undertake such other duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this job.
* To undertake health and safety duties commensurate with the post and/or as detailed in the Directorate’s Health and Safety Policy.
* The post holder may be required from time to time to undertake other duties within the trust as may be reasonably expected, without changing the general character of duties or level of responsibility entailed.

**CONTACTS**

In all contacts the post holder will be required to present a good image of the school, deal with people in a professional manner and maintain constructive relationships.

Internal: Staff colleagues

Students

External: External agencies

Potential candidates

**EQUAL OPPORTUNITIES POLICY**

Promote equal opportunities in all aspects of responsibility according to the school’s aims and objectives.

In addition to those duties and responsibilities outlined above, the contributions of each member of staff to the work of the school will include the following:

* To play a positive role in the life of the school community;
* To maintain a high standard of discipline, appearance, punctuality and commitment in all students;
* To promote parental and community involvement in the life and work of the school;

NOTES:

In addition to those duties and responsibilities outlined above, the contributions of each member of staff to the work of the MAT will include the following:

* To play a positive role in the life of trust’s communities.
* To maintain a high standard of discipline, appearance, punctuality and commitment in all areas.
* In all contacts the post holder will be required to present a good image of the MAT as well as maintaining constructive relationships.
* Bordesley MAT is committed to the safeguarding of young people and an enhanced DBS disclosure and other Safer Recruitment checks are required for this position.
* The MAT reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

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| Date of issue: | Next Review Date: |
| Signature: | Date: |

1. The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School’s Equal Opportunities Policy.