

## Erasmus Darwin Academy

### Job Description of Teacher 2015- 2016

<b>Post Title:</b>		<b>Teacher</b>
<b>Name of Teacher:</b>		
<b>Purpose:</b>		<ul style="list-style-type: none"> <li>• To deliver an appropriate and differentiated curriculum for students according to a designated timetable</li> <li>• To monitor and support the academic and personal progress and development of students as a teacher and as a Tutor</li> <li>• To create stimulating learning experiences that provide students with the opportunity to develop their individual potential</li> <li>• To make a significant contribution to raising standards of student aspirations, achievement and attainment</li> </ul>
<b>Reporting to:</b>		Faculty Leader/Line Manager as appropriate
<b>Responsible for:</b>		<ul style="list-style-type: none"> <li>• Delivering all aspects of the learning experience to students in designated classes/groups</li> <li>• Meeting expectations as outlined in National Teacher Standards, Professional Skills Levels and Ofsted Standards</li> </ul>
<b>Liaising with:</b>		Principal, Senior Leadership Team, Faculty Leader, Assistant Faculty Leader, other teaching and associate staff, external agencies, partner schools and Academies, parents
<b>Working Time:</b>		<ul style="list-style-type: none"> <li>• A teacher employed full-time must be available to work for 195 days in any school year as specified by the Principal.</li> <li>• A full-time teacher must perform duties specified by the Principal for 1265 hours in any school year.</li> <li>• In addition to 1265 hours, a teacher must work such reasonable hours as may be necessary to enable her/him to discharge effectively their professional duties.</li> </ul>
<b>Main Duties</b>		
<b>Strategic Planning:</b>		<ul style="list-style-type: none"> <li>• To assist in the development of appropriate specifications, learning resources, schemes of work, teaching and learning strategies and assessment and marking policies in the designated curriculum area</li> <li>• To contribute to the faculty development plan and its implementation</li> <li>• To plan and prepare courses and lessons</li> <li>• To contribute to whole school planning activities</li> <li>• To contribute to self-evaluation processes</li> </ul>
<b>Curriculum Provision:</b>		To assist the Faculty Leader in ensuring that the curriculum area provides a range of teaching and learning provision which reflects the Academy's aims and objectives and ADIP

<b>Curriculum Development:</b>		To assist in the process of curriculum development and change so that the curriculum meets the needs of students, examining bodies and the Academy's aims and objectives
<b>Staffing: Professional development and staff relationships</b>		<ul style="list-style-type: none"> <li>• To take part in the Academy's professional development programme</li> <li>• To continue own professional development in relevant areas, such as subject knowledge and teaching methods</li> <li>• To participate in the Academy's Appraisal review process</li> <li>• To ensure effective deployment of classroom support</li> <li>• To work as a member of a team and to contribute positively to effective working relationships within the Academy</li> </ul>
<b>Quality Assurance:</b>		<ul style="list-style-type: none"> <li>• To contribute actively to the expectation that all students make excellent academic progress at the Academy</li> <li>• To participate in the Academy self –evaluation and review cycle</li> <li>• To implement modifications and improvement where required</li> <li>• To take part, as required, in the review and implementation of ADIP</li> <li>• To meet all aspects of national Teacher Standards 2012</li> </ul>
<b>Management of Information:</b>		<ul style="list-style-type: none"> <li>• To maintain appropriate records and to provide accurate and up to date information as required</li> <li>• To complete relevant documentation to assist in the setting of targets and the tracking of students' progress</li> <li>• To use student performance data to inform teaching, learning and monitor student progress</li> </ul>
<b>Communications:</b>		<ul style="list-style-type: none"> <li>• To communicate effectively and respectfully with all stakeholders as appropriate and as required</li> <li>• To communicate with external agencies as required</li> <li>• To follow agreed policies for communications within the Academy</li> </ul>
<b>Marketing, Liaison and Networking:</b>		<ul style="list-style-type: none"> <li>• To contribute to the Academy's marketing activities by support of a positive ethos and by actively promoting a positive image of the school</li> <li>• To take part in marketing, liaison and networking activities as required e.g. Open Evenings, events with partner schools</li> </ul>
<b>Management of Resources:</b>		<ul style="list-style-type: none"> <li>• To assist the Faculty Leader to identify resource needs and to contribute to the efficient use of physical resources</li> </ul>
<b>Pastoral Support:</b>		<ul style="list-style-type: none"> <li>• To act as a Tutor</li> <li>• To promote the academic progress and general well- being of individual students and of the Tutor Group as a whole</li> </ul>

		<ul style="list-style-type: none"> <li>• To liaise with the relevant House Principals to ensure the implementation of the Academy's pastoral system</li> <li>• To contribute to PSHE/Citizenship education as required</li> </ul>
<b>Teaching:</b>		<ul style="list-style-type: none"> <li>• To undertake a designated programme of teaching</li> <li>• To teach students effectively, taking full account of individual students' educational needs, including the setting of suitable learning activities in class, setting homework and the regular marking of student work</li> <li>• To assess, record and report on the attendance, progress and attainment of students and to keep appropriate records</li> <li>• To ensure that ICT, literacy, mathematical skills and SMSC are reflected and promoted in the learning experiences of students</li> <li>• To prepare and update subject teaching resources</li> <li>• To use a variety of teaching and learning approaches which will stimulate learning appropriate to the student needs and the demands of the syllabus</li> <li>• To encourage high standards in all areas including punctuality, attendance, behaviour, quality of class work and homework</li> <li>• To undertake the assessment of students' work as requested by external examination bodies or faculty and Academy requirements</li> </ul>
<b>Additional Duties:</b>		<ul style="list-style-type: none"> <li>• To take an active part in the life of the Academy community and to support Academy values and ethos</li> <li>• To undertake supervision duties as specified</li> <li>• To actively support and promote the Academy's policies and procedures</li> <li>• To comply with Health and Safety regulations and undertake risk assessments as appropriate</li> <li>• To comply with Safeguarding policies and procedures</li> <li>• To follow advice and use information in the Staff Handbook and the Staff Code of Conduct</li> </ul>
<b>Note:</b>		<p>Whilst every effort has been made to describe the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a leader or manager to undertake work of a similar level that is not specified in this job description.</p> <p>This job description is current at the date shown but, in consultation, may be amended by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.</p>

*The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a 'disclosure' check under the Rehabilitation of Offenders Act 1974. Further details regarding this check can be found within the application pack.*