

# TEACHER JOB DESCRIPTION

**POST:** Teacher

**REPORTING TO:** The Subject Leader and Head of Faculty. All staff work under the direction of the Principal and Vice-Principals with delegated authority.

**RELATIONSHIPS:** Liaising with Assistant Vice Principals, all Teachers and support staff, Parents and carers and Trust Members.

**PURPOSE:** To carry out effectively the duties of a teacher and school leader as set out in the current Schoolteachers' Pay and Conditions document and in this Academy Teacher's Job Description and to meet the standards expected of a qualified teacher

## **DUTIES:**

**Within subject areas or classes in which you teach, you are required to meet the professional standards for teachers. In particular you are required:**

- to teach across the ability range under the overall direction and guidance of the Principal and those colleagues with senior and delegated leadership responsibility, particularly the subject leader and Head of faculty
- to teach classes as designated within an agreed framework of syllabus, styles and procedures including:
  - preparing and delivering lessons according to agreed schemes of work and keeping accurate records of work and independent learning set
  - correcting pupils' work promptly, thoroughly, carefully and in positive way according to agreed procedures and policy
  - engaging pupils in the assessment process by regular feedback to individual pupils indicating the ways in which improvements and progress can be made, according to agreed time schedules
  - setting appropriate learning targets for students which are based on current data and which are both shared with the students and used in continuous assessment
  - keeping accurate and adequate records of pupils' progress and completing reports to parents within agreed time scales and according to Faculty and school policies
- to keep the teaching bases, facilities, resources and equipment securely and in good order, promoting an atmosphere conducive to learning
- to ensure that classes are managed in such a manner as to enable learning for all to take place and that the Academy Behaviour for learning policy and procedure is consistently applied
- to ensure that teaching and learning is appropriately differentiated, challenging, varied and appropriately paced
- to work in collaboration with the Inclusion staff in planning and delivering appropriately differentiated work to students with SEN
- to give advice and assistance as the Head of Faculty, and other colleagues as they might reasonably require from time to time in the understanding or administration of your area(s) of subject or teaching expertise or related matters
- to include digital learning within planned teaching and learning strategies as much as possible
- to foster close, supportive and collaborative links with colleagues within the subject area and Faculty and/or within the learning stage and with those engaged in extra-curricular and cross-curricular activities

- To direct the work and allocate tasks to technicians and subject support staff working with your class or students in accordance with the agreed faculty or learning stage schedules and schemes of work

### **Across the Academy:**

- to be an efficient and effective form tutor under the guidance and direction of the Head of House and Principal
- to be an efficient and effective member of a duty team, supervising session break non-teaching times according to rota. (This does not include lunchtimes)
- to cover the classes of absent colleagues in a professional and effective manner, on an equitable basis up to a maximum of 38 hours per academic year
- to deliver aspects of the PSHE programme during Tutor/DEAR time
- to participate in collective celebration and assemblies
- to contribute to and participate effectively in the cross-curricular learning programme including off-timetable days and weeks each term
- to promote and foster equal opportunities in practice in all aspects of school life
- to uphold school regulations and discipline and to support and foster a caring and positive ethos
- to maintain an awareness of any actual or potential risks to the safety security and welfare of the Academy students and to ensure compliance with the Academy's safeguarding procedures and Health and Safety policy and practice.
- to attend staff and parents' meetings according to the agreed schedule, as the Principal may reasonably require
- to participate in the Academy's performance appraisal process according to policy guidelines and procedures, maintaining confidentiality and discretion as appropriate
- In addition to the timetabled teaching days each year, to attend on INSET days, notified in advance through the annual academic year calendar or at short notice in the case of emergency.
- to undertake other related and relevant tasks as required from time to time in the course of the academic year, at the request of the Principal, as part of a reasonable work schedule.

### **Additional Duties:**

- Support our culture of 'High Expectations – High Achievement.'
- Encourage staff and students to follow this example.
- Play a full part in the life of the school community.
- Comply with data protection legislation and expectations for confidentiality.
- Identifying and agreeing personal development objectives with the line manager.
- Making effective use of the development opportunities available to you.
- Promoting and safeguarding the welfare of pupils in your care or that you come into contact with in accordance with the whole school Child Protection Policy.
- Any other duties commensurate with this post as directed.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

If teacher - In having a clear grasp of the expectations of this role, the post-holder should make close reference to the ***Teaching Standards (DfES 2012)***

All employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for job applicants with a disability or additional need and continued employment for any employee who develops a disabling condition.

This job needs to be considered in the context of a changing and evolving Academy and therefore the duties detailed here will need to be adjusted to meet the needs of a changing organisation.

**This job description will be reviewed at least once a year and may be subject to modification or amendment after consultation with the post holder.**

**Signed:** ..... **Date** .....  
**Post Holder**

**Name:**.....

**Signed:** ..... **Date** .....  
**Principal**

**Safeguarding and protecting our children and young people from harm is central to the Federation's ethos. We want to make sure that children and young people feel safe and secure. This post is subject to an enhanced DBS check.**