

## JOB DESCRIPTION

**Job Title:** Teacher  
**Responsible to:** Curriculum Leader / Assistant Curriculum Leader /Subject Leader

**Job Purpose:**

To ensure student progress in learning in line with agreed targets through effective planning, preparation, learning and assessment activities.

**Principal Duties:**

- To work as a member of a specified learning team to plan appropriate, differentiated, challenging and stimulating learning experiences which ensure all students make progress in line with agreed expectations and targets.
- To collaborate with the Curriculum Leader and other staff to continually review and develop schemes of work which meet agreed standards for teaching and learning.
- To ensure the needs of all students with additional learning needs are met through delivery of differentiated resources with reference to the SEN policy and register.
- To influence planning through knowledge of how students' learning is affected by their physical, emotional, social and intellectual development through devising learning activities to promote achievement of PLTS.
- To work as a member of a collaborative delivery learning team to deliver high quality lessons as defined by the MHA teaching and learning policy.
- To ensure the learning environment is safe, clean, welcoming, stimulating and promotes learning and to take responsibilities for the management of shared and dedicated learning spaces.
- To ensure ICT is used effectively as a learning tool by including opportunities for the development of ICT skills and working with the e learning co-ordinator to promote use of the VLE.
- To ensure implementation of the literacy and numeracy strategies
- To work with the Learning Support Assistants and other adults to ensure they are utilised effectively to support learning by giving clear direction and involving them in planning, delivery and assessment.
- To contribute to planning and delivery of enrichment and extended academy activities.
- To systematically produce and maintain an accurate student records for formative and summative assessment and to inform student progress.
- To produce high quality reports to parents based on accurate assessment and target setting and identifying strategies for improvement in line with deadlines published on the assessment schedule.
- To communicate effectively and professionally with parents as and when required and attend student parent review meetings.
- To know, understand and comply within the MHA Safeguarding Policy
- To ensure any concerns regarding student welfare and safeguarding are communicated to the relevant senior member of staff and understand that safeguarding is the responsibility of all staff.
- To take responsibility for good student attendance and punctuality to lessons and implement the MHA Attendance Strategy by ensuring accurate and prompt registers are taken for all lessons.
- To implement the MHA Behaviour Improvement Strategy and challenge all unacceptable behaviour using agreed procedures and record on SIMS.
- To perform the role of form tutor in supporting the personal development of all students.

- To promote high levels of literacy and numeracy for all students through implementation of the Academy's Literacy and Numeracy strategy.
- To support the recruitment of students from partner primary schools through a range of extended academy activities.
- To promote the importance of healthy lifestyles through delivery of the Health and Sports Science curriculum and through acting as positive role models for students and their families.
- To ensure students are identified for appropriate external assessment and examinations.
- To set and mark appropriate internal exams and provide accurate records in line with agreed deadlines.
- To act as a member of a specified learning team and attend regular meetings
- To contribute to the work of Academy Strategy groups as required and in line with responsibilities.
- To perform supervision duties at specified times as indicated on the published Academy rota.
- To support the smooth running of the Academy and promotion of student welfare in the event of absent colleagues (only applies to staff with reduced teaching commitment).

#### **General duties and responsibilities**

- To carry out other duties as may be reasonably requested.
- To safeguard the welfare of children.
- To report risk to a member of ELT.
- To keep the Curriculum Leader / Subject Leader fully informed of all matters that they are involved in and initiatives they undertake.
- To cover for absent colleagues, as appropriately required.
- To participate and attend meetings and training as appropriate including INSET days.
- To take an active role in own professional development in line with performance management objectives.
- To ensure confidentiality is maintained at all times.
- To work in accordance with all Academy procedures and policies, to adhere to the Academy's professional code of conduct for staff and quality standards for all staff including smart dress code.
- To actively promote the achievement of a smoke free Academy.
- To actively support Academy Initiatives.