

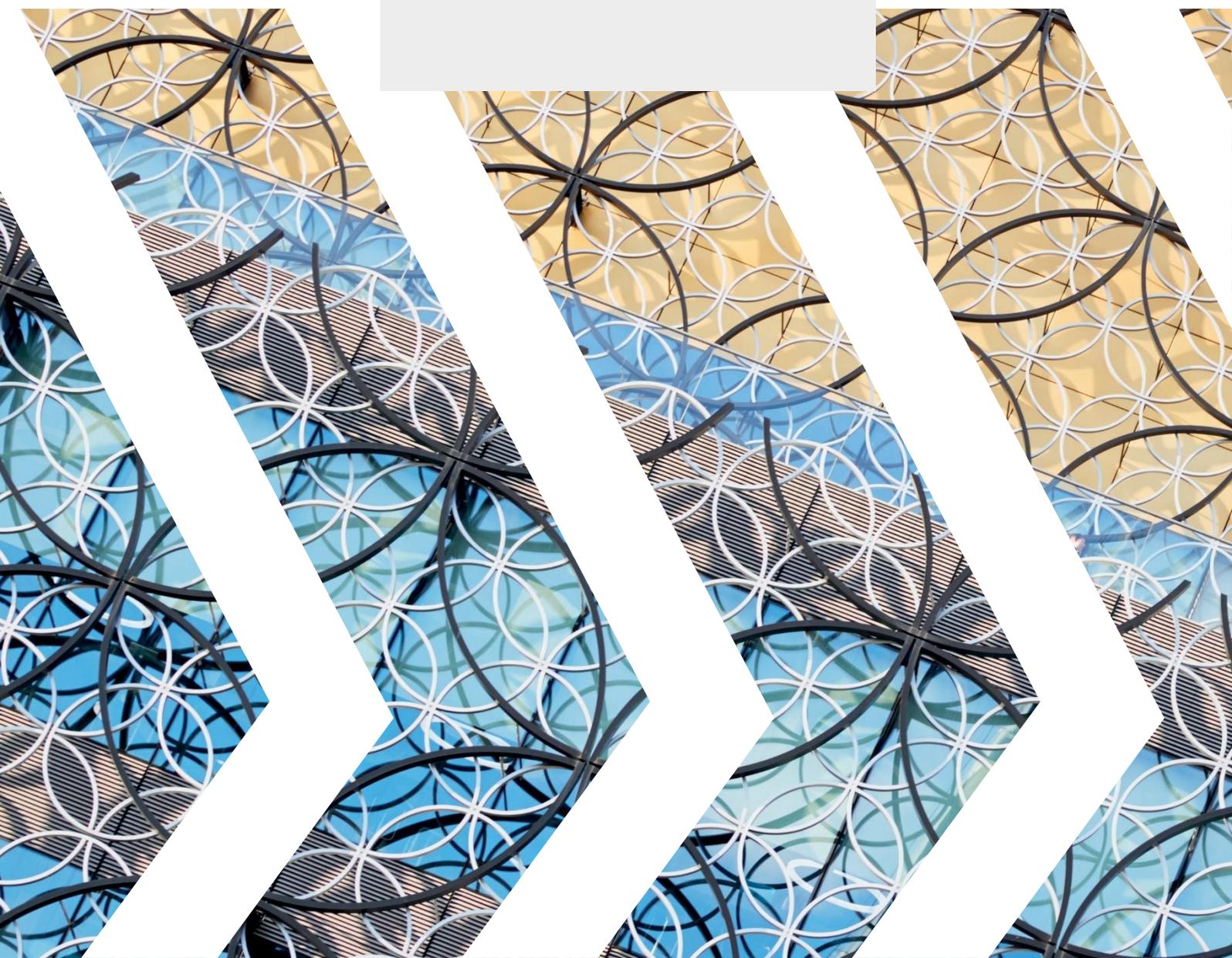


**FAIRFAX**  
MULTI-ACADEMY TRUST



**TEACHER**

**JOB DESCRIPTION**



**JOB DESCRIPTION****TEACHER****POST HOLDER****DEPARTMENT****RESPONSIBLE TO**

Associate Assistant Principal

**LINE MANAGEMENT OF****SALARY**

Main Pay Scale

**JOB PURPOSE**

To be accountable for student progress and development within the curriculum area and maintain an up-to-date knowledge and understanding of the professional duties of teachers. The postholder will be aware of the statutory framework within which they work and contribute to the development, implementation and evaluation of the policies and practice of the school.

To provide a first class education to each student that attends the academy, though their own professional development and be a role model of professionalism and good practice.

**MAJOR DUTIES AND REQUIREMENTS SPECIFIC TO THE POST****Teaching and learning**

- Have a good, up-to-date working knowledge of a range of teaching, learning and behaviour management strategies and know how to use and adapt them, including how to personalise learning to provide opportunities for all students to achieve their potential
- Have a secure understanding of their curriculum area and related pedagogy including: the contribution that their curriculum area can make to cross-curricular learning; awareness of new developments
- Know and understand the relevant statutory and non-statutory curricula and frameworks for their curriculum area and other relevant initiatives across the age and ability range they teach
- Know how to use skills in literacy, numeracy and new technologies to support their teaching and wider professional activities

**Assessment and monitoring**

- Know the assessment requirements and arrangements for the subjects they teach and use a range of approaches to assessment
- Know how to use local and national statistical information to evaluate the effectiveness of their

teaching, to monitor the progress of those they teach and to raise levels of attainment

- Know how to use reports and other sources of external information to provide students with accurate and constructive feedback on their strengths and areas for development

### **Achievement and diversity**

- Understand how children and young people develop and how the progress, rate of development and well-being of students are affected by a range of developmental, social, religious, ethnic, cultural and linguistic influences
- Know how to make effective personalised provision for those they teach, including those for whom English is an additional language or who have special educational needs or disabilities, and how to take practical account of diversity and promote equality and inclusion in their teaching
- Understand the roles of colleagues such as those having specific responsibilities for students with special educational needs, disabilities and other individual learning needs; know when to draw on the expertise of colleagues

### **Reviewing teaching and learning**

- Review the effectiveness of their teaching and its impact on students' progress, attainment and well-being, refining their approaches where necessary
- Review the impact of the feedback provided to students and guide students on how to improve their attainment and refine approaches accordingly

## **GENERAL**

- Be familiar with the School's Child Protection Policy and to report concerns to the designated Child Protection Officer
- Ensure the behaviour policy and systems are implemented effectively so that effective learning can take place
- Monitor student attendance together with students' progress and performance, with the Form Tutor, in relation to targets set for each individual ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary
- Contribute to personal development of students through lessons, the role of the tutor and extra-curricular activities
- Make referrals to Pastoral and Learning Support teams on issues affecting learning and progress
- Make contact with parents/carers to discuss student achievement
- Play a full part in the life of the School community, to support its distinctive mission, ethos and policies and to encourage and ensure staff and students to follow this example
- Continue personal professional development as agreed
- Engage actively in the performance review process
- Comply with the School's Health and Safety policy and undertake risk assessments as appropriate

## CLASS TEACHER RESPONSIBILITIES

- Undertake the normal responsibilities of a teacher
- Undertake such duties as their respective Line Manager may determine as reasonably falling within the role
- Undertake whole academy duties as may be reasonably determined by the Principal
- Uphold the values of Fairfax Multi-Academy Trust and Erdington Academy with all stakeholders
- Carry out the duties of a teacher as set out in the current Teachers' Standards Document
- Plan and deliver lessons in line with the Academy's Teaching and Learning Policies
- Develop students' literacy and numeracy skills within a specialist subject area
- Ensure ALL learners make good progress by differentiating tasks and liaising with Teaching Assistants as necessary
- Regularly assess students' work, giving appropriate feedback (formative and summative) and use student data to plan appropriate challenging objectives and differentiated tasks in lessons and homework
- Ensure every student knows their level or sub-level and understands the steps required to achieve the next stage in their progress and attainment
- Set an exemplary role model in terms of dress, punctuality and attendance
- Attend and participate in parent and open evenings as required
- Uphold the Academy's Behaviour for Learning Policy and Uniform Code
- Participate in staff training, INSET and Professional development opportunities
- Ensure that the learning environment is attractive, tidy, safe and conducive to student learning
- Adhere to the academy policies regarding Health and Safety, Safeguarding, ICT usage and Educational visits/trips
- Provide cover for staff in line with the 'Rarely Cover Agreement'
- Make a particular contribution to building team commitment, in particular:
  - Provide a role model for professional practice in the school
  - Make a distinctive contribution compared with other less experienced teachers
  - Contribute effectively to the wider team

I have read and accept this job description

**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### **Review and amendment**

This job description allocates core initial duties and responsibilities and will be reviewed periodically and when appropriate. It is therefore not necessarily a comprehensive definition and may be subject to change or modification at any time after consultation.

ENRICHING **LIVES;** TRANSFORMING FUTURES

**EXCELLENCE.**

DEDICATION.

**AMBITION.**

INTEGRITY.

**TRADITION.**