



JOB DESCRIPTION

JOB TITLE: CLASSROOM TEACHER
JOB HOLDER:
LOCATION: CHASE TERRACE ACADEMY, BURNTWOOD, WS7 2DB.
LINE MANAGER: HEAD OF DEPARTMENT
JOB GRADE: TEACHERS PAY SPINE
WORKING TIME: 195 DAYS PER YEAR. FULL TIME.

POST TITLE	CLASSROOM TEACHER
Expectations	<p>All Teachers at Chase Terrace Academy are expected to:</p> <ul style="list-style-type: none"> • To value and accept every student as an individual. • To encourage and support every student to realise their personal potential through active use of the Academy rewards systems. • To encourage our students to think and learn independently. • To celebrate the achievements of all of our students. • To provide a student-friendly learning environment. • To lay the foundations for lifelong learning. • To respect and value our partnership with parents and the community. • To regularly assess, monitor, review and report upon student progress. • To set and work towards targets. • To aim to consistently improve as teachers, leaders and managers through continuous professional development • To work with external agencies to enhance the provisions for our students. • To use technology effectively to actively improve teaching and learning. • To prepare students for their responsibilities as active citizens.
Significant Key responsibilities	<ul style="list-style-type: none"> • To work within/alongside a team or teams of teachers to teach a specific curriculum subject, or subjects. • To deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support the ongoing development of a designated curriculum area. • To monitor and support the overall progress and development of students, as a teacher and as a form tutor • To facilitate a learning experience that provides students with the opportunity to achieve strongly. • To contribute to raising standards of student attainment. • To share and support the Academy's responsibility to provide and monitor opportunities for students' personal and academic growth.
Reporting to	Head of Department
Responsible for	The provision of a full learning experience and support for students within timetabled provision.
Liaising with	Head of Department, teaching/support staff and others, as appropriate.
Working Time	195 days per year.

Salary/Grade	MPS / UPS, as appropriate.
Disclosure level	Enhanced
MAIN CORE DUTIES	
Operational/ Strategic Planning	<ul style="list-style-type: none"> To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the department. To contribute to the department's action plan and its implementation. To plan, prepare and teach courses and lessons. To contribute to the whole Academy's self-evaluation and planning activities.
Curriculum Provision	<ul style="list-style-type: none"> To assist the Head of Department in ensuring that the curriculum area provides a range of teaching that complements the Academy's strategic objectives.
Curriculum Development	<ul style="list-style-type: none"> To assist in the process of curriculum development and change, so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the Academy's mission and strategic objectives.
Staffing Staff Development Recruitment/ Deployment of Staff	<ul style="list-style-type: none"> To take part in the Academy's CPD programme. To continue personal development in relevant areas, including subject knowledge and teaching methods. To engage actively in the appraisal process. To ensure the effective and efficient deployment of classroom support, as appropriate. To work as a member of a designated team and to contribute positively to effective working relations within the Academy.
Quality Assurance	<ul style="list-style-type: none"> To help to implement Academy quality procedures. To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed Academy procedures, including evaluation against quality standards and performance criteria. To seek and implement modification and improvement where required. To take part, as required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the Academy.
Management Information	<ul style="list-style-type: none"> To maintain appropriate records and to provide relevant accurate and up-to-date information for whole Academy data and reports. To complete the relevant documentation to assist in the tracking of students. To track student progress and use relevant data to inform teaching and learning.
Communications	<ul style="list-style-type: none"> To complete reports on student progress to parents in accordance with Academy policy and practice To communicate effectively with parents at parents evenings and on other occasions, as appropriate. Where appropriate, to communicate and co-operate with external agencies. To follow agreed policies for communications in the Academy.
Marketing and Liaison	<ul style="list-style-type: none"> To take part in marketing and liaison activities such as open evenings, parents evenings and curriculum evenings. To contribute to the development of effective subject links with external agencies, as appropriate.

<p>Management of Resources</p>	<ul style="list-style-type: none"> • To contribute to the process of the ordering and allocation of equipment and materials. • To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources. • To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the Academy, department and the students.
<p>Pastoral System</p>	<ul style="list-style-type: none"> • To be a form tutor to an assigned group of students. • To promote the general progress and well-being of individual students and of the tutor group as a whole. • To liaise and work with a head of year to ensure the implementation of the Academy's guidance and support system. • To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of Academy life. • To evaluate and monitor the progress of students and keep up-to-date student records as may be required. • To contribute to the preparation of action plans, progress files and other reports as appropriate. • To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved. • To communicate as appropriate, with the parents of students and with persons or bodies outside the Academy concerned with the welfare of individual students, after consultation with the appropriate staff • To contribute to personal, health and social education programmes, according to Academy policy.
<p>Teaching</p>	<ul style="list-style-type: none"> • To teach students effectively, taking into account their individual needs • To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required. • To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students. • To ensure that ICT, literacy and numeracy skills are developed through the teaching/learning experience of students • To ensure a high quality learning experience for students which meets internal and external quality standards. • To prepare and update sequences of lessons and lesson resources. • To use a variety of delivery methods that will stimulate learning that is appropriate to student needs and the demands of the syllabus. • To maintain good discipline in accordance with the Academy's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework. • To undertake assessment of students as requested by external examination bodies, departmental and Academy procedures. • To mark, grade and give written/verbal and diagnostic feedback as required.

Other Specific Duties	<ul style="list-style-type: none"> • To play a full part in the life of the Academy community, supporting its distinctive mission and ethos, and encouraging staff and students to follow this example. • To promote actively the Academy's corporate policies. • To comply with the Academy's Health and Safety Policy, undertaking risk assessments as appropriate. <p>To undertake any other duty as specified by STPCB not mentioned in the above.</p>
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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.

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

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

This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title. Date: January 2015

This Academy is committed to safeguarding and promoting the welfare of young people. The successful applicant will be required to demonstrate a commitment to the Academy's Equal Opportunities Policy and to undertake a criminal record check with the Disclosure and Barring Service.

Signature Date
 (Job Holder)