**JOB DESCRIPTION**

**Teacher**

**Job Purpose**

To deliver, as part of a professional team, a high quality of teaching to enhance learning for all students.

**Responsibilities**

1. To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support the curriculum area/s designated in the timetable
2. To plan, monitor and support the overall progress and development of students as a teacher/Form Tutor
3. To undertake mentoring as required
4. To share and support the academy’s responsibility to provide and monitor opportunities for personal and academic growth
5. To be accountable for progress and development of students taught by analysing data and comparative data relevant to classes taught putting strategies in place to secure improvement
6. To ensure that there is a stimulating and attractive learning environment to teach in.
7. To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required and provide, or contribute to, oral and written assessments, reports and references relating to individual students a groups of students
8. To ensure that ICT, Literacy, Numeracy and functional skills and subject specialism(s) are reflected in the teaching/learning experience of students
9. To ensure a high quality learning experience for students which meets internal and external quality standards and which uses a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus
10. To prepare and update subject materials
11. To ensure good behaviour of students in designated teaching groups and to implement rigorously the academy policies relating to behaviour management, teaching and learning and classroom practice

**Operational / Strategic Planning**

1. To lead in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Team
2. To lead the Curriculum Area and teams development plan and its implementation

**Contribution to the academy**

1. To take part in the academy’s staff development programme by participating in arrangements for further training and professional development and continue personal development in the relevant areas including subject knowledge and teaching methods.
2. To engage actively in the Performance Management Review process.
3. To ensure the effective/efficient deployment of classroom support.
4. To work as a member of a designated team and to contribute positively to effective working relations within the academy.
5. To help rigorously implement self-evaluation procedures
6. 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/implement modification and improvement where required.
7. To review from time to time methods of teaching and programmes of work as necessary and/or requested.
8. To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the academy.
9. Maintain records and to provide relevant accurate and up-to date information as requested
10. Complete relevant documentation to assist in the tracking and monitoring of students’ progress.
11. To communicate effectively with the parents of students as appropriate and where appropriate, communicate and co-operate with persons or bodies or agencies outside the academy.
12. To follow agreed policies for communications in the academy.
13. To take part in activities fostering links with others such as parents’ evenings, review days and liaison events with partner academies.
14. To assist team leader to identify resource needs and to contribute to the efficient/effective use of physical resources for the benefit of the academy, curriculum area and students
15. To play a full part in the life of the academy community, to support its distinctive vision and ethos and to encourage staff and students to follow this example e.g. links with the local community and extra-curricular academy activities, for example Duke of Edinburgh Scheme.
16. To support the academy in meeting its legal requirements for worship
17. To comply with the academy’s Health and Safety policy and undertake risk assessments as appropriate.

**Pastoral System**

1. To be a Form Tutor to an assigned group of students.
2. To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.
3. To liaise with a Pastoral Leader to ensure the implementation of the academy’s Pastoral system.
4. To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of academy life.
5. To evaluate and monitor the progress of students and keep up-to-date student records as may be required and contribute to the preparation of action plans and progress files and other reports.
6. To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
7. 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.
8. To apply the Behaviour Management systems so that effective learning can take place.
9. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

**Disclosure Level:** Enhanced DBS

1. The post holder will meet and promote all relevant professional standards. He/she will be responsible for promoting and safeguarding students he/she is responsible for, or comes into contact with.
2. Undertake to complete all the duties specified in the STPCD and meet the relevant professional standards as specified by the TDA.

**Conditions of Employment**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The post holder is expected to carry out the duties of schoolteacher as set down in the Teachers’ Pay and Conditions Documents.