



TEACHER JOB DESCRIPTION

Responsible to: Curriculum Area Leader

This Job Description should be read alongside the range of professional duties of teachers as set out in the current School Teachers' Pay and Conditions Document and Teacher Standards.

Specific Duties:

Teachers at Lipson Co-operative Academy are expected to make the education of their students their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers must act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and must be self-critical; forge positive professional relationships; and work with parents/carers in the best interests of their students.

Teachers at Lipson are expected to commit to and promote the values and principles of the international co-operative alliance. The values are Social Responsibility, Self-help, Self-responsibility, Solidarity, Equality, Equity, Democracy, Openness, Caring for Others and Honesty.

As a teacher at Lipson it is expected that you will consistently:

ENTHUSE your teaching groups with both your subject and the process of learning. You will have high expectations of your students and classes, continually raising aspirations and broadening their horizons.

ENCOURAGE all students, including those who may be quiet or low profile within classes, and those who find it harder to learn than others to ensure all students make exceptional progress.

SHAPE your teaching methods to meet the needs of individuals and collaborative working groups effectively to allow them to make exceptional progress.

CHALLENGE students to think for themselves in new ways and set stretching but attainable targets.

SET and **DEMAND** a rigorous **PACE** and rigour to teaching and learning.

STIMULATE inclusive involvement and discussion of the learning material within classes and tutorials.

INSPIRE and command respect of students, their families, and the community; leading by example and setting high professional standards in all aspects of your work, dress and behaviour.

COMMUNICATE individual student progress effectively with students and their families.

LISTEN and get **FEEDBACK** from students and colleagues to inform and improve future practice.

CONTRIBUTE to the outstanding ethos of the Academy, to the morale of colleagues and to the extra-curricular life of the Academy.

INVEST in your own learning and be proactive in your own continuing professional development.

PART ONE: TEACHING

As a teacher at Lipson Co-operative Academy you will be expected to:

1. Set high expectations which inspire, motivate and challenge students
 - establish a safe and stimulating environment for students, rooted in mutual respect
 - set goals that stretch and challenge students of all backgrounds, abilities and dispositions
 - demonstrate consistently the positive attitudes, values and behaviour which are expected of students.

2. Promote good progress and outcomes by students
 - be accountable for students' attainment, progress and outcomes
 - analyse students' data and exam performance to inform planning and intervention.
 - plan teaching to build on students' capabilities and prior knowledge
 - guide students to reflect on the progress they have made and their emerging needs
 - demonstrate knowledge and understanding of how students learn and how this impacts on teaching
 - encourage students to take a responsible and conscientious attitude to their own work and study.

3. Demonstrate good subject and curriculum knowledge
 - have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain students' interest in the subject, and address misunderstandings
 - demonstrate a critical understanding of developments in the subject and curriculum areas, and promote the value of scholarship
 - demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever the teacher's specialist subject

4. Plan and teach well-structured lessons
 - impart knowledge and develop understanding through effective use of lesson time
 - promote a love of learning and children's intellectual curiosity
 - set homework according to the Academy/Department homework timetable and plan other out-of-class activities to consolidate and extend the knowledge and understanding students have acquired
 - reflect systematically on the effectiveness of lessons and approaches to teaching
 - contribute to the design and provision of an engaging curriculum within the relevant subject area(s).

5. Adapt teaching to respond to the strengths and needs of all students
 - know when and how to differentiate appropriately, using approaches which enable students to be taught effectively
 - have a secure understanding of how a range of factors can inhibit students' ability to learn, and how best to overcome these
 - demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support students' education at different stages of development
 - have a clear understanding of the needs of all students, including those with special educational needs; those of high ability; those with English as an additional language;

those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.

6. Make accurate and productive use of assessment

- know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements
- make use of formative and summative assessment to secure students' progress
- use relevant data to monitor progress, set targets, and plan subsequent lessons
- give students regular feedback, both orally and through accurate marking within the agreed time, and encourage students to respond to the feedback.
- follow the Academy's assessments and reporting policies.

7. Manage behaviour effectively to ensure a good and safe learning environment

- have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the Academy, in accordance with the Academy's behaviour for learning policy
- have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- manage classes effectively, using approaches which are appropriate to students' needs in order to involve and motivate them
- maintain good relationships with students, exercise appropriate authority, and act decisively when necessary.

8. Fulfil wider professional responsibilities

- make a positive contribution to the wider life and ethos of the School including extra-curricular
- develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
- deploy support staff effectively
- take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues
- communicate effectively with parents/carers with regard to students' achievements and well-being.

PART TWO: PERSONAL AND PROFESSIONAL CONDUCT

As a teacher at Lipson Co-operative Academy you will be expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes that set the required standard for conduct throughout your time working at Lipson.

Teachers at Lipson Co-operative Academy must uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside the Academy, by:

- treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- having regard for the need to safeguard students' well-being, in accordance with statutory provisions
- showing tolerance of and respect for the rights of others
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and

beliefs ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.

Teachers at Lipson Co-operative Academy must have proper and professional regard for the ethos, policies and practices of the Academy, and maintain high standards in their own attendance and punctuality.

Teachers must have an understanding of, and always act within, the statutory frameworks that set out their professional duties and responsibilities.

PART THREE: PERSONAL TUTOR

- To act as a personal tutor within the vertical Guild system.
- To be responsible for the well-being and academic progress of their personal tutor group.
- To act as the first point of contact for parents/carers.
- To monitor and improve attendance rates for the tutor group.
- To be responsible for the discussing with tutees the Academy reward/sanctions system within the tutor group.
- To meet regularly with the Head of Guild and attend year team pastoral meetings as required.
- To support inter-tutor group or Guild and extra-curricular activities as arranged by Heads of Guild or others with aspects of pastoral responsibility.
- To ensure that students follow the Academy's uniform policy.
- To ensure that students follow the Academy's rules and policies.
- To set a good example in terms of dress, punctuality and attendance.

Other duties and responsibilities:

Carry out other duties that the Principal may reasonably request.

Lipson Co-operative Academy is committed to safeguarding the welfare of children and expect all staff to share this commitment. An Enhanced DBS Disclosure is required for all staff within the School.

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The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.