



**Post:** Teacher

**Responsible to:** Subject Leader/SLT Line Manager

**Core Purpose:**

- To teach your subject area to years 7 - 11, engaging all learners using a variety of learning and teaching styles to meet the needs of all students.

**Job Description:**

- The duties outlined in this Job Description are in addition to those covered by the latest 'School Teachers' Pay and Conditions Document. It will be reviewed regularly with you, to reflect or anticipate changes in the job, commensurate with the salary and area of responsibility.

**Main Responsibilities:**

- Teaching your subject area to students of all ages and ability levels, including SEND students, using differentiation and flexible learning methods as required.
- The teacher will be expected to get fully involved by:
  - Demonstrating high personal standards of expertise and commitment.
  - Participating in the Performance Management process, in consultation with the appropriate Line Manager.
  - Attending regular department meetings.
  - Facilitating opportunities for colleagues, both in the department and academy, to: share good practice; observe each other teaching; examine the quality of students' work in each other's lessons.
  - Ensuring that you keep abreast of developments within your subject; especially the Secondary Strategy.
  - Encouraging in-service training, taking into consideration; the Academy Development Plan, the Department Development Plan and individual career plans.
- To ensure the learning experience of students is positive by consideration of:
  - teaching of your subject at all age and ability levels and the methods of achieving it, including differentiation and flexible learning to meet the requirements of all students, including those with Additional Learning Needs and those for whom English is an Additional Language.
  - design and implementation of assessment, marking and profiling in line with Academy policies and requirements of the Secondary Curriculum and external Exam Boards.
  - encouragement of achievement, the raising of standards and the provision of value added education for all students by: setting targets; compiling and analysing appropriate data on individual student performance in your subject.
  - the importance of literacy and numeracy in all subjects.
  - the value of appropriate clubs, trips, visits and presentations by outside speakers.

- the monitoring of all subject based activities to ensure that they conform to the academy's policy on equal opportunities.
- promoting the use of ICT to support the learning experience.
- Behaviour, attendance and punctuality of students in department lessons in line with Academy policies and with reference to appropriateness of lesson content and teaching methods.
- Ensuring that department rooms and adjoining spaces are maintained as an attractive learning environment, with particular emphasis on displays of students' work.
- Liaison with other departments on cross-curricular subject issues by:
  - The production of an academy policy and development plan for your subject along with the Subject Leader.
  - Leading the development of your subject where relevant across the curriculum with the Subject Leader.
  - Contributing to the development of departmental policies with respect to the effective use of ICT.
  - Providing in-house support and training sessions for colleagues along with the Subject Leader.
- Contributing to academy-wide activities by:
  - membership of appropriate committees and groups both within and outside of the academy.
  - serving as a Form Tutor with responsibilities for student welfare and guidance, or undertaking another appropriate pastoral responsibility.
  - participating in activities in support of the ethos of the academy.
  - carrying out appropriate academy duties.

**For all teaching posts, the main duties and responsibilities are set out below:**

- Teach the subject(s) according to the timetable and the appropriate scheme of work.
- Prepare lessons, mark and assess the work of all students taught.
- Monitor, evaluate and report on the work of all students taught.
- Ensure that appropriate class work is set when absence is known in advance.
- Set and mark homework within the policy of the academy.
- Ensure students record homework set.
- Take initial responsibility for rewards and sanctions within the learning area.
- Communicate all relevant information to appropriate colleagues.
- Adhere to all policies and procedures.
- Record student attendance for every lesson.
- Have regard for the Special Educational Needs Code of Practice.

**Additional specific responsibilities:**

- To be a tutor of an assigned tutor group and to carry out related duties or to carry out these duties whilst covering for an absent colleague.
- To make work-experience visits and/or to cover for colleagues undertaking this task.

**General Duties:**

- To ensure the principles of equality are followed at all times for students and staff.
- To carry out a fair proportion of cover for absent colleagues.
- To carry out break-time duties according to published rotas.

- To arrange to exchange a duty day with a colleague when absence is known in advance.
- To participate in appropriate meetings with colleagues and parents relative to the above responsibilities.
- To participate in performance management arrangements.

NOTES:

1. *The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.*
2. *This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities the post holder must use time in accordance with the Academy's needs as identified by the Executive Principal/Head of Academies/Line Manager.*
3. *This job description is not necessarily a comprehensive definition of the post. It will be revised at least once each year, but it may be subject to modification or amendment at any time after consultation with the holder of the post.*
4. *Job descriptions will be reviewed annually.*