

**Job Description**

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| **Job Title: Teacher** |
| **Salary/Grade: MPS** |
| **Academy Name: Tame Valley Academy** |
| **Location/Address: Chillinghome Road, Birmingham, B36 8QJ** |

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| **Purpose of the post:**   * Liaison with the teaching and support staff of the school, LGB, Parents, Children, Advisers and other Professionals. * Take responsibility for a class of children determined by the Head Teacher and in accordance with the duties listed below. * To carry out the professional duties covered by the latest School Teachers’ Pay and Conditions Document. The post holder will be expected to undertake duties in line with the professional standards for qualified teachers. * Teach a class of pupils and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs. * Maintain the positive ethos and core values of the Academy, both inside and outside the classroom. * Promote the Academy mission statement ‘Building on learning for a brighter future’. * Contribute to constructive team-building amongst teaching and support staff, parents and LAB.   **UWMAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff; Newly Qualified Teacher’s and volunteers to share this commitment.** |
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| **Relationships: Headteacher** |
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| **Duties and responsibilities attached to this post are as follows:**  The Class Teacher will:   1. Plan and deliver appropriate but exciting lessons for children at the academy 2. Implement agreed Academy policies and guidelines 3. Support initiatives decided by the Head Teacher and staff 4. Plan appropriately to meet the needs of all pupils, through differentiation of tasks. 5. Be able to set clear targets, based on prior attainment for pupils’ learning 6. Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils. 7. Keep appropriate and efficient records, integrating formative and summative assessment into planning. 8. Work with Academy leaders to track the progress of individual children and intervene where pupils are not making progress. 9. Report to parents on the development, progress and attainment of pupils. 10. Promote the Academy code of conduct amongst pupils, in accordance with the Academy behaviour policy. 11. Participate in meetings which relate to the Academy management, curriculum, administration or organisation. 12. Communicate and cooperate with specialists from outside agencies. 13. Make effective use of ICT to enhance learning and teaching 14. Lead, organise and direct support staff within the classroom 15. Participate in the performance management system for the appraisal of their own performance, or that of other teachers. 16. **Safe Working Practices for Adults working with Children**- It is the responsibility of each employee to carry out their duties in line with UWMAT’s ethos and culture of safe working practices for Adults working with Children, and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for. 17. **Freedom of Information Act and Data Protection Act -** The post holder is required to comply with the above legislation and maintain awareness of the University’s policies and procedures relating to the Freedom of Information and Data Protection Acts. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure. 18. **Equality and Diversity –** There is a requirement for the post holder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department/unit. 19. **Health and Safety -** The post holder must at all times carry out his/her responsibilities with due regard to UWMAT’s policy, organisation and arrangements for Health and Safety at Work. 20. **Flexibility -** All staff within the UWMAT Family will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities of Education and Children's Services. Any changes arising will take account of salary and status. They will also be subject to discussion with individuals or sections affected and with appropriate Trades Unions. |
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| This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. |

Developed by Headteacher: C Nock

Date of Issue: November 2020

Name of post holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Signature of post holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Head Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_