

Salary:	FCAT Main Pay Scale
Responsible to:	Subject Lead
Date of Job Description:	May 2022

Purpose of the Role:

- Carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD) and Teacher's Standards.
- To ensure that all students achieve their maximum potential.

Main Tasks and Responsibilities

General Duties:

- To act in accordance with FCAT's policies and procedures.
- To act as a role model and work in accordance with the Trust values: pride, ambition, respect, resilience, integrity and excellence.
- To encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within FCAT and our academies.
- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day. To ensure compliance with FCAT's Health and Safety Policy at all times.
- To adhere to FCAT's Safeguarding policy and procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- To contribute to the provision of an effective environment for learning.
- To support the promotion of positive relationships with parents and outside agencies.

- To attend skill training and participate in personal/performance development as required.
- To take care for your own and other people's health and safety in line with school and FCAT policies and procedures.
- As a member of Team FCAT; to work collaboratively with colleagues across the trust.
- To work in support of the Team FCAT Work and Wellbeing Charter.

Key Duties

Teaching and Learning

- To undertake and appropriate programme of teaching in accordance with the duties of a main scale teacher as set in the School Teachers' Pay and Conditions document, other current educational and employment legislation and the school's Articles of Government.
- To assist the Subject Lead to monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description
- To contribute to PSHCE, citizenship and enterprise according to school policy.
- Play a full part in the life of the school community, support its distinctive mission, vision and ethos, and encourage and ensure students follow this example.
- Act as a role model for others through the setting of high personal standards of classroom practice in order to develop a stimulating and challenging learning environment which secures effective learning and provides high standards of achievement, behaviour and discipline.
- Have a key role in promoting an atmosphere conducive to effective teaching and learning ensuring that pupils are exposed to the highest quality teaching.
- To support the Subject Lead in the preparation and delivery of schemes of work for all year groups in order to promote continuity, breadth, balance and progression in pupils' learning, ensuring that each pupil has the opportunity to maximize her/his potential.
- Take responsibility for pupil behaviour and ensure that relationships between staff and pupils are harmonious leading to highly productive and well-motivated classes.

- Ensure that differentiated teaching materials are available and, in the case of pupils who are identified as gifted and talented (G&T) and with special educational needs (SEN), that individual education plans (IEP) for pupils with SEN are in use.

Curriculum

- Plan and prepare lessons in line with subject schemes of work, using appropriate teaching methods and resources.
- Mark and monitor students' class and homework providing constructive oral and written feedback, and setting targets for students' progress and putting in interventions as necessary.
- Contribute to the development of schemes of learning and Subject/Faculty/PSHE policies.
- Undertake rigorous form tutoring/PSHE lessons, making planned and effective use of all teaching and tutoring time.

Students

- Set high expectations for students' behaviour, establishing and maintaining a good standard of discipline.
- Undertake student supervisory duties and cover for absent colleagues in line with school procedures.
- Operate school and subject rewards policy.
- Assess and record each student's progress, including through observation, questioning, testing and marking.

Monitoring

- Understand and make effective use of national, local and school data to set clear targets for students' achievement and to monitor progress.
- Meet tracking and reporting deadlines.
- Contribute to Subject monitoring of the assessment of students.

- Keep Subject Leads and Form Tutors informed about student progress and behaviour and action taken.

Communication

- Contribute to meetings and discussions about teaching methods, schemes of learning, student progress and Subject policies
- Keep parents and line managers informed about student progress/concerns and action taken
- Attend relevant parents' evenings
- Maintain familiarity with statutory assessment and reporting requirements and know how to prepare and present informative reports to parents

Performance Management

- Review own professional development and identify training needs
- Take part in rigorous and effective performance management arrangements

Budgets/ resources

- Monitor appropriate expenditure
- Identify resource needs
- Operate stock control system
- Keep subject and form rooms tidy and have effective displays
- Follow agreed safety procedures for the Subject

Other

- To make a substantial and sustained contribution to the school.
- To continue to meet standards and to grow professionally by developing subject expertise.
- To provide a role model for professional practice and to make a distinctive contribution