

Job Purpose

- To carry out the professional duties of a schoolteacher, as outlined in the STPCD.
- To make an effective contribution to the academy's improvement and development work.
- To fulfil the professional standards for teachers.
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
- To monitor and support the overall progress and development of students as a teacher, including the personal development dimension
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student progress and attainment.
- To share and support the academy's responsibility to provide and monitor opportunities for personal and academic growth.

Teaching and learning:

- To teach students according to their educational needs, including the setting and marking of differentiated work to be carried out by the student in school and elsewhere
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students
- To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students
- To undertake a designated programme of teaching
- To ensure a high-quality learning experience for students which meets internal and external quality standards
- To prepare and update subject materials
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and independent study
- To undertake assessment of students, underpinned by the principles and practice of AfL and as requested by external examination bodies, faculty and school procedures
- To mark, grade and give written/verbal and diagnostic feedback as required.

Operational / Strategic planning and quality assurance:

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the subject area and faculty.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the academy, department and the students.
- To contribute to the department's development plan and its implementation.
- To plan and prepare courses and lessons
- To contribute to educational enhancement activities.
- To contribute to the academy's planning activities
- To help to implement the academy's quality procedures and to adhere to those.

- To contribute to the process of monitoring and evaluation of the subject area in line with academy procedures.
- 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.

Curriculum provision and development:

- To assist the Director of Learning to ensure that the curriculum area provides a range of teaching which complements the academy's strategic objectives
- To assist in the process of curriculum development and change to ensure continued relevance to the needs of students, examining/awarding bodies and our academy's aims and strategic objectives.

Staff Development, Recruitment & Wellbeing:

- To take part in the academy and Trust's CPD programme.
- To continue personal development including subject knowledge and teaching methods.
- To engage actively in the appraisal review process.
- To ensure the effective/efficient deployment of classroom support.
- To work as a member of a designated team and to contribute positively to effective working relations within the academy.

Communications:

- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and co-operate with bodies outside the academy.
- To follow agreed policies for communications in the academy.
- To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, liaison events with partner schools.
- To contribute to the development of effective subject links with external agencies.

Care, guidance and support:

- To be a form tutor (unless otherwise agreed by the SLT) to an assigned group of students.
- To promote the general progress and well-being of individual students and of the form group.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- To evaluate and monitor the progress of students and keep up-to-date student records.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate with the parents of students and with bodies outside the academy concerned with the welfare of individual students, after consultation with the appropriate staff.
- To apply the academy's behaviour for learning systems and policy so that effective learning can take place.

General Duties:

- To play a full part in the life of the academy, to support its distinctive aims and ethos and to encourage staff and students to follow this example.
- To promote actively the academy's policies and to comply with its health and safety policy and undertake risk assessments as appropriate.

Notes:

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.