**Job Description**

Teacher



Belfairs Academy

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| **Teacher** | |  |
| **Post title** | **Teacher** | |
| **Reporting to** | **Principal and relevant Subject Leader** | |
| **Job Purpose** | * Plan work in accordance with department learning schemes and National Curriculum programmes of study. * Liaise with relevant colleagues in the planning of units of work for collaborative delivery. * Work in collaboration with Learning Support Assistants attached to any teaching group * Take account of students' prior levels of attainment and use them to set targets for future improvements. * Maintain good behaviour by adherence to the advice given to staff in the Academy’s behaviour policy. * Set high expectations for students' behaviour by establishing a purposeful working atmosphere in accordance with the school's behaviour code. * Set appropriate and demanding expectations for students' learning, motivation and presentations of work. * Set work for students absent from school for health or disciplinary reasons * Maintain notes and plans of lessons undertaken and students' work. * Mark, monitor and return work with a reasonable and agreed time span providing constructive oral and written feedback and clear targets for future learning as appropriate as outlined in the school assessment policy. * Carry out assessment programmes e.g. reports as agreed by the Academy. * Attend the appropriate consultation evenings to keep parents informed as to the progress of their child. * Be familiar with the Code of Practice for identification and assessment of Special Educational Needs and keep appropriate records on Individual Education Plans for students. * Undertake responsibility for a tutor group as required including academic mentoring. * Be the first point of contact for parents and students in the tutor group. * Monitor (and set targets for) the academic and social progress of individuals in the tutor group. * Promote good attendance and monitor in accordance with the Academy's attendance policy. | |
| **General** | * Be aware of and comply with policies and procedures relating to child protection, and confidentiality, reporting all concerns to an appropriate person * Contribute to the overall ethos/work/aims of the Academy * Appreciate and support the role of other professionals * Attend relevant meetings as required * Treat all user of the Academy with courtesy and consideration * Present a positive personal image, contributing to a welcoming Academy environment which supports equal opportunities for all * Comply with health and safety policies and procedures at all times * Promote and ensure the health and safety of pupils, staff and visitors (in accordance with appropriate health and safety legislation) at all times | |

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