

## SMART - Looe Community Academy - Job Description - Teacher

Name	
Post title	<b>Teacher of Modern Languages (French/Spanish)</b>
Date of next review	On appointment
Purpose	<ul style="list-style-type: none"> <li>To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.</li> <li>To monitor and support the overall progress, development and wellbeing of students as a teacher and as a form tutor.</li> <li>To facilitate and encourage a learning experience that provides students with the opportunity to achieve their individual potential.</li> <li>To contribute to raising standards of student attainment.</li> <li>To share and support the Academy's responsibility to provide and monitor opportunities for personal and academic growth.</li> </ul>
Reporting to	Leader of Learning
Responsible for	The provision of a full learning experience and support for students
Liaising with	Trustees, Directors, CEO, Headteacher, SLT, teaching and support staff across the MAT, students, external agencies and parents/carers
Working time	
Salary/Grade	Main scale/UPS
Disclosure level	Enhanced
<b>1. Main (core) duties</b>	
Operational/ strategic planning	<ul style="list-style-type: none"> <li>To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum area and department.</li> <li>To contribute to the curriculum area and department's development plan and its implementation.</li> <li>To plan and prepare courses and lessons.</li> <li>To assist in monitoring and following up student progress.</li> <li>To assist in the implementation of Academy policies and procedures.</li> <li>To contribute to the whole Academy and MAT planning activities.</li> </ul>
Curriculum provision	<ul style="list-style-type: none"> <li>To assist the Leader of Learning/SLT to ensure that the curriculum area provides a range of teaching that complements the Academy's strategic objectives.</li> </ul>
Curriculum development	<ul style="list-style-type: none"> <li>To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the Academy's mission and strategic objectives.</li> </ul>
Staffing, staff development, recruitment and deployment of staff	<ul style="list-style-type: none"> <li>To take part in the Academy's staff development programme by participating in arrangements for further training and professional development.</li> <li>To continue personal development in the relevant areas including subject knowledge and teaching methods.</li> <li>To engage actively in the performance management and appraisal process.</li> <li>To ensure the effective and efficient deployment of classroom support.</li> <li>To work as a member of a designated team and to contribute positively to effective working relations within the Academy.</li> </ul>
Quality assurance	<ul style="list-style-type: none"> <li>To help to implement Academy quality procedures and to adhere to those.</li> <li>To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed Academy procedures, including evaluation against quality standards and performance criteria. To seek and implement modification and improvement where required.</li> <li>To review from time to time methods of teaching and programmes of work.</li> <li>To take part in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the Academy.</li> </ul>

Management information and use of data	<ul style="list-style-type: none"> <li>• To maintain appropriate records and to provide relevant accurate and up-to-date information for management information systems, registers, etc.</li> <li>• To complete the relevant documentation to assist in the tracking of students.</li> <li>• To track student progress and use information to inform teaching and learning.</li> </ul>
Communications	<ul style="list-style-type: none"> <li>• To communicate effectively with the parents/carers of students as appropriate.</li> <li>• Where appropriate, to communicate and co-operate with persons or bodies outside of the Academy.</li> <li>• To follow agreed policies for communications within the Academy.</li> </ul>
Marketing and liaison	<ul style="list-style-type: none"> <li>• To take part in marketing and liaison activities such as open evenings, parents evenings, consultation days and liaison events with MAT and partner schools.</li> <li>• To contribute to the development of effective subject links with external agencies.</li> </ul>
Management of resources	<ul style="list-style-type: none"> <li>• To contribute to the process of the ordering and allocation of equipment and materials.</li> <li>• To assist the Leader of Learning to identify resource needs and to contribute to the efficient/effective use of physical and electronic resources.</li> <li>• To co-operate with other staff to ensure the sharing and effective usage of resources to the benefit of the Academy, department and the students.</li> </ul>
Pastoral system	<ul style="list-style-type: none"> <li>• To be a form tutor to an assigned group of students.</li> <li>• To promote the general progress and well-being of individual students and of the tutor group as a whole.</li> <li>• To liaise with the year group Leader of Learning to ensure the implementation of the Academy's pastoral system.</li> <li>• To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of Academy life.</li> <li>• To evaluate and monitor the progress and wellbeing of students and keep up-to-date student records as may be required.</li> <li>• To contribute to the preparation of action plans and progress files and other reports.</li> <li>• To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.</li> <li>• To communicate as appropriate, with the parents/carers of students and with persons or bodies outside the Academy concerned with the welfare of individual students, after consultation with the appropriate staff.</li> <li>• To contribute to PSHCE, tutorial time, citizenship and enterprise according to Academy policy and requirements.</li> <li>• To apply the behaviour management systems so that effective learning can take place.</li> </ul>

Teaching	<ul style="list-style-type: none"> <li>• To meet and exceed all aspects of Teacher Standards.</li> <li>• To teach, students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.</li> <li>• To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.</li> <li>• To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.</li> <li>• To ensure that ICT, Literacy, Numeracy and Academy ethos is reflected in the teaching/learning experience of students.</li> <li>• To undertake a designated programme of teaching.</li> <li>• To ensure a high quality learning experience for students which meets internal and external quality standards.</li> <li>• To prepare and update subject materials.</li> <li>• To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.</li> <li>• To maintain discipline in accordance with the Academy's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.</li> <li>• To undertake assessment of students as requested by external examination bodies, departmental and Academy procedures.</li> <li>• To mark, grade and give written, verbal and diagnostic feedback as required.</li> </ul>
<b>2. Other duties</b>	
<ul style="list-style-type: none"> <li>• To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.</li> <li>• To support the Academy in meeting its legal requirements for worship.</li> <li>• To promote actively the MAT and Academy's corporate policies.</li> <li>• To continue personal development as agreed.</li> <li>• To comply with the Academy's Health, Safety and Wellbeing policy and undertake risk assessments as appropriate.</li> <li>• To uphold the Academy's code of conduct.</li> <li>• To undertake any other duty as specified by STPCB not mentioned in the above.</li> </ul> <p>While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>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.</p> <p>Employees may be required to work for the Academy or Multi Academy Trust away from the main Academy site to achieve Academy or Multi Academy Trust aims and objectives.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p>	
<b>3. Specific roles and responsibilities</b>	
<p><b>All of the above are common to all teachers and should only be changed in consultation with SLT. Please record here anything that is specific to the post or person, such as whole school responsibilities.</b></p>	
<p>This job description is current at the date shown, but following consultation with you, may be changed by management to reflect or anticipate changes in the job that are commensurate with the salary and job role.</p>	