



Job Description: Teaching

Job Title: Teacher

Accountable to: Director of Faculty

Role Context & Purpose

- To provide high quality and engaging class teaching in accordance with agreed schemes of learning
- To be accountable for the progress of students in allocated classes

Main Responsibilities

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The post-holder may reasonably be expected to undertake other duties commensurate with the level of responsibility from time to time.

- To be responsible for providing stimulating, engaging and purposeful learning experiences for students in accordance with agreed schemes of learning and relevant statutory requirements
- To teach classes as timetabled by preparing lessons thoroughly in accordance with the TLA Teaching and Learning Policy, using the online teacher planner, recording work to be undertaken and identifying extended learning opportunities
- To be a proactive member of the faculty and participate in planning and development, including agreeing aims and policies, schemes of learning, and review and development of the faculty handbook
- To provide performance and target setting data as required
- To be accountable for student performance and progress in groups taught.
- To ensure all lessons are appropriately planned allowing for lesson objectives to be clearly communicated to students
- To ensure work is appropriate to the needs of each group and student, and that learning activities are motivating and challenging
- To utilise a variety of resources and pedagogical styles to suit the differing aptitudes, learning styles and interests of learners
- To create and maintain a welcoming, well-ordered teaching base, which is inviting and where there is a sense of purpose
- To liaise with the Director of Faculty and/or Chapter Manager regarding any concerns
- To liaise with LSAs, ensuring their skills and presence are effectively used to progress teaching and learning
- To welcome students at the start of each lesson and ensure that lessons begin punctually and purposefully
- To manage the dismissal of students from lessons in accordance with Academy procedures
- To uphold Academy expectations regarding student conduct, and deal with any unacceptable behavioural incidents in accordance with Academy procedures

- To complete such reports/tracking documents as may be required regarding student progress
- To attend consultation evenings with parents as agreed in the annual calendar
- To keep abreast of developments, local and national, within the subject area
- To contribute to departmental and other meetings as per agreed schedule
- To mark students' work regularly following both departmental and whole Academy protocols, keeping accurate records of assessments made, setting specific targets for improvement and future progress
- To write annual progress reports for all students taught, in accordance with the agreed reporting schedule and within agreed timeframes
- To undertake the responsibility and duties of group tutor as required in accordance with the Academy's guidelines and procedures, promoting positive values in the relationships formed with the tutor group
- To meet with parents to further students' progress and development as may reasonably be required
- To promote the use of the Academy and departmental rewards system
- To participate in the annual appraisal process
- To be alert to the health and safety of the working environment and to advise the line manager of any health and safety concerns

All teachers are expected to meet the Teachers' Standards to a level appropriate to their experience and pay.

Teachers on the upper pay scales are expected to make a significant and sustained wider contribution to the academy, which includes working with and leading colleagues and taking a leading role in meetings, curriculum and CPD and other planned/ calendared activities, including coaching and mentoring other teachers.

All staff are expected to:

- promote the Woodard Christian ethos that embraces all faiths
- take responsibility for their own professional development and support that of colleagues where appropriate
- engage in the Academy appraisal process and support colleagues in achieving their own targets where appropriate
- have regard to guidance on keeping children safe in education
- observe health and safety requirements and play their part in ensuring a safe working environment

All TLA staff have an entitlement to high-quality induction and continuing support and development. All staff will have opportunities to discuss their professional needs, both through performance management and through other professional dialogues.

Safeguarding Statement

The Littlehampton Academy is committed to equality of opportunity. We positively welcome applications from all sections of the community. The Academy is committed to safeguarding and promoting the welfare of children & young people & expects all staff & volunteers to share this commitment. Successful applicants will need to undertake, or currently hold, a DBS enhanced clearance for the Academy.

Equal Opportunities

The Littlehampton Academy is committed to equality of opportunity and applications from all sections of the community are welcomed.