Kettering Buccleuch Academy
The best in everyone™
Part of United Learning

JOB DESCRIPTION

POST: **CLASSROOM TEACHER**

PAY SCALE: **ULT Teachers' Pay Scale**

JOB PURPOSE: **To teach students in subject/class agreed upon with Line Manager**

ACCOUNTABLE TO: **Head of Department**

Professional Responsibilities

1. To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support the curriculum area as appropriate;
2. To monitor and support the overall progress and development of students as a Teacher and Tutor;
3. To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential;
4. To contribute to raising standards of student attainment;
5. To share and support the academy's responsibility to provide and monitor opportunities for personal and academic growth.

Teaching & Learning

1. To assist in the development of appropriate syllabuses, resources, schemes of learning, marking policies and teaching strategies in the curriculum area/class;
2. To contribute to the curriculum area's Raising Attainment Plan and its implementation;
3. To plan and prepare lessons;
4. To contribute to the whole academy's planning activities;
5. To contribute to the process of monitoring and evaluation of the curriculum area/class in line with agreed academy procedures, including evaluation against quality standards and performance criteria. To seek / implement modification and improvement where required;
6. To review from time to time methods of teaching and programmes of work;
7. 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;
8. To contribute to the development of effective subject links with external agencies;
9. To be a Form Tutor to an assigned group of students;
10. To promote the general progress and well being of individual students and of the Form group as a whole;
11. To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved;
12. To teach students, according to their educational needs, including the setting and marking of work to be carried out by the student in the academy and elsewhere;
13. To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required;
14. To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students;
15. To ensure that ICT, literacy and numeracy are reflected in the teaching/learning experience of students.

Performance Management

1. To take part in the academy's staff development programme by participating in arrangements for further training and professional development;
2. To continue personal development in the relevant areas, including subject knowledge and teaching methods;

3. To actively engage in the Performance Management Review process.

Knowledge, Skills & Experience

1. To prepare and update subject materials;
2. To use a variety of delivery methods which will stimulate learning appropriate to student needs and the demands of the syllabus.

Academy Policy

1. To help implement academy quality procedures and to adhere to those;
2. To communicate effectively with the parents of students as appropriate;
3. Where appropriate, to communicate and cooperate with persons or bodies outside the academy;
4. To follow agreed policies for communication in the academy;
5. To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, review days and liaison events with partner schools;
6. To attend directed time meetings;
7. To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of academy life;
8. To apply the behaviour management systems so that effective learning can take place.

Personnel

1. To work as a member of a designated team and to contribute positively to effective working relations within the academy.

Student Outcomes

1. To maintain appropriate records and to provide relevant, accurate and up to date information for SIMS, registers etc.
2. To complete the relevant documentation to assist in the tracking of students;
3. To track student progress and use information to inform teaching and learning.

Resources and Accommodation

1. To ensure the effective/efficient deployment of classroom support;
2. To contribute to the process of the ordering and allocation of equipment and materials;
3. To assist others within the curriculum area to identify resource needs and to contribute to the efficient/effective use of physical resources;
4. To cooperate with other staff to ensure a sharing and effective usage of resources to the benefit of the academy, curriculum area and the students;
5. To report anything unsafe.

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing need of the service, always in consultation with the post holder.

Every member of staff at Kettering Buccleuch Academy has a responsibility to promote and safeguard the welfare of children and young people with whom they come into contact.

We are an inclusive academy and strive to be a learning, caring and thriving institution.

We take the safeguarding of students and staff seriously at Kettering Buccleuch Academy. All staff are expected to support this ethos.

January 2022