### Foxwood Academy

### Job Description – Primary Teacher

**Name: Date: September 2021**

This job description is additional to the basic duties outlined in the latest School Teachers’ Pay and Conditions Document, the Education Act 1997, the required standards for Qualified Teacher Status, other current educational legislation and in accordance with academy policies and under the direction of the Head teacher

A summary of key accountabilities is included below. The final job description will be agreed with the successful candidate (pending review).

1. **Teaching**
   * Develop schemes of work using National Curriculum expectations and Foxwoods Key Stage End Points (KSEP’s) as a basis to ensure coverage of appropriate specialist programmes of study for all students.
   * Plan work in accordance with developed schemes of work and curriculum programmes of study.
   * Liaise with relevant colleagues on the planning of units of work for collaborative delivery. (e.g. Preparing for Adulthood modules)
   * Take account of students’ prior levels of attainment and use them to set targets for future improvements.
   * Set work for students absent from school for health or disciplinary reasons.
   * Maintain good discipline by adherence to the advice and guidelines given to staff in the behaviour policy
   * Set high expectations for students’ behaviour by establishing a purposeful working atmosphere in accordance with the academy’s behaviour code.
   * Set appropriate and challenging expectations for students’ learning, motivation and presentation of work.
   * Deliver interesting and challenging lessons.
   * Evaluate teaching critically to improve effectiveness and systematically refine planning.
   * Manage the home/school communication involving parents effectively in their son/daughter’s learning
   * Ensure appropriate supplementary documentation is produced to remove barriers to learning. These may include Individual Behaviour Plans, Risk assessments, Care Plans, etc.
2. **Assessment, Recording and Reporting**
   * Maintain notes and plans of lessons undertaken and records of students’ work.
   * Mark, monitor and return work within a reasonable and agreed time span providing constructive oral and written feedback and clear targets for future learning, as appropriate.
   * Carry out assessment programmes (e.g. reports) as agreed by the Academy.
   * Complete students’ records of achievement/progress files in line with policy and as specified in the published calendar.
   * Attend the appropriate Parents’ Evenings/Targeted Support meetings, etc. to keep parents informed to the progress of their child.
3. **Pastoral Work**
   * It is anticipated that the teacher will make a contribution to the pastoral life of the academy, as a form tutor.
4. **Leadership and Management**
   * To be accountable for the students in the allocated classes and start to develop wider leadership responsibility in order to prepare for future career development.
   * To develop schemes of learning in the academy.
   * Liaise with colleagues to embed wider student targets into teaching practice.
5. **Professional Standards**
   * Support the aims of the academy to promote a ‘learning community’.
   * Treat all members of the community, colleagues and students, with respect and consideration.
   * Treat all students fairly, consistently and without prejudice.
   * Set a good example to students in terms of appropriate dress, standards of punctuality and attendance.
   * Promote the aims of the academy by attendance at, and participation in, events such as Presentation Evening.
   * Support the ethos of the academy by upholding the behaviour code.
   * Take responsibility for own professional development and participate fully in the Academy CPD programme.
   * Reflect on own practice as well as the practices of the academy, with an aim of improving all that we do.
   * Read and adhere to the various policies and practices of the Academy.
   * To undertake all relevant Safeguarding training and to be fully aware of all aspects of Safeguarding of Children.
   * Participate in the management of the academy by attending various staff meetings.
   * Ensure that all deadlines are met as published in the academy calendar.
   * Undertake other professional duties that may be reasonably assigned to them by the Head teacher.
   * Be proactive and take responsibility for matters relating to Health and Safety.

## To whom Responsible Head Teacher

**Deputy Head Teacher**

**Phase Leaders**

**Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**