

# BEACON ACADEMY

## TEACHING JOB DESCRIPTION

**Reports to:** Lead Teacher/Assistant Headteacher

**Accountable to:** Headteacher

**Salary:** ECT/MPS/UPS

This appointment is subject to the current conditions of employment of teachers contained in the School Teachers' Pay and Conditions Document, the Education Act 1997, the required standards for Qualified Teacher Status, other current educational legislation and the school's articles of government and you are required to carry out such duties as the Headteacher may reasonably request.

**OVERALL PURPOSE OF ROLE:** To maintain high quality teaching and learning in the classroom and actively promote the ethos of the Academy.

### **Main Duties and Responsibilities:**

#### **Teaching and Learning**

- \* To secure high quality student outcomes;
- \* Establish a good working relationships with students, providing a disciplined, motivated environment where standards of teaching and learning are consistently high;
- \* Plan and deliver differentiated work suitable to stretch all students in every teaching group, with particular reference to students' Education Support Plans;
- \* Provide personalised teaching, instruction and support; promoting appreciation, understanding and enjoyment of subject area;
- \* Make maximum use of available resources to assist in teaching and learning;
- \* Provide plentiful opportunities for students to reach their full potential;
- \* Mark classwork and homework effectively, in line with the schemes of work, as directed by the Lead Teacher/Assistant Headteacher;
- \* Monitor students' progress, keeping a detailed record of the prior attainment and target levels / grades / outcomes for each child in each class, and an ongoing record of performance against these measures, completing regular assessments of students' work and keeping up to date records;
- \* Plan and deliver appropriate opportunities to contribute to students' spiritual, moral, social and cultural development;
- \* Comply with the whole school assessment and reporting procedures;
- \* Assist in producing schemes of work, as appropriate;
- \* Follow departmental schemes of work and assessments;
- \* Attend calendared departmental and faculty meetings;
- \* Undertake the duties of a form tutor;

- \* Play a full and active role within the department, contribute to departmental policies and developments;
- \* Contribute to the production of learning resources and internal test / examination papers;
- \* Ensure the requirements of the National Curriculum and external examinations are met, preparing students properly for internal and external examinations;
- \* Actively seek students' views in reviewing teaching and learning and schemes of work; through student questionnaires and discussion, in order to continuously improve teaching and learning;
- \* Provide clear, accurate and informative reporting to parents, whether oral or written, on student progress, as directed by the Lead Teacher/Assistant Headteacher;
- \* Attend calendared evening meetings as required;

### **Whole-school organisation, strategy and development**

- \* Align with Academy values and promotion of Unconditional Positive Regard;
- \* Make a positive contribution to the wider life and ethos of the school;
- \* Comply with the academy's performance management policy on an annual basis;
- \* Liaise with the Lead Teacher and relevant Pastoral Manager with regard to any student whose progress is the cause of some concern or a real cause for celebration;
- \* Maintain good order and discipline among pupils in accordance with the school behaviour policy;
- \* Ensure the good order, appearance, dress and conduct of students, as they move around the academy;
- \* Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and promote our safeguarding and child protection policies;
- \* Liaise with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary;
- \* Comply with all Academy policies and procedures;
- \* Participate actively in the 'rarely cover' and duties programmes;

### **Personal professional development**

- \* Attend courses and undergo training as necessary and train any relevant personnel as required;
- \* Keep abreast of new initiatives by embracing professional development;

### **Health and Safety/ GDPR**

- \* Comply with the requirements of the Health and Safety at Work and safe working practices;
- \* Maintain appropriate levels of security in all working areas;
- \* Comply with GDPR regulations and maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality.

## Standard Duties in all Trust Job Description

- \* Show a commitment to diversity, equal opportunities and anti-discriminatory practices
- \* Show a commitment to ensuring that children and young people learn in a safe environment
- \* Participate in relevant and appropriate training and development as required

## Public Relations

- \* Considerable importance is attached to the public relations aspect of our work. Members of the team must project a positive image of the Trust at all times and through all activity.

## DBS Certificate

Wellspring Academy Trust takes its duty to safeguard the young people with which it works seriously. All Wellspring team members are required to undertake an Enhanced Disclosure and Barring Service (DBS) check.

**Any other duties which may arise during the course of work and are authorised by the Headteacher or member of the Senior Leadership Team. Such duties will be commensurate with the general level of this post and will be subject to the skills and abilities of the post holder.**

This job description may be amended at any time following discussions between the Headteacher and member of staff, and will be reviewed annually.

Signed: .....  
Post Holder

Date:

Signed: .....  
Head Teacher

Date:

*Enlighten, Inspire, Innovate*