

JOB DESCRIPTION

Job Title: Teacher
Responsible to: Curriculum Leader / Assistant Curriculum Leader /Subject Leader

Job Purpose:

To communicate infectious enthusiasm for your subject and a passion for every student to fulfil their potential whatever their starting point and level of ability.

To ensure student progress in learning in line with agreed targets through effective planning, preparation, learning and assessment activities.

Principal Duties:

- To work as a member of a specified learning team to plan appropriate, differentiated, challenging and stimulating learning experiences which ensure all students make progress in line with agreed expectations and targets.
- To collaborate with the Curriculum Leader and other staff to continually review and develop schemes of work which meet agreed standards for teaching and learning.
- To ensure the needs of all students with additional learning needs are met through delivery of differentiated resources with reference to the SEN policy and register.
- To influence planning through knowledge of how students' learning is affected by their physical, emotional, social and intellectual development through devising learning activities to promote achievement of PLTS.
- To work as a member of a collaborative delivery learning team to deliver high quality lessons as defined by the MHA teaching and learning policy.
- To ensure the learning environment is safe, clean, welcoming, stimulating and promotes learning and to take responsibilities for the management of shared and dedicated learning spaces.
- To ensure ICT is used effectively as a learning tool by including opportunities for the development of ICT skills and working with the e learning co-ordinator to promote use of the VLE.
- To ensure implementation of the literacy and numeracy strategies
- To work with the Learning Support Assistants and other adults to ensure they are utilised effectively to support learning by giving clear direction and involving them in planning, delivery and assessment.
- To contribute to planning and delivery of enrichment and extended academy activities.
- To systematically produce and maintain an accurate student records for formative and summative assessment and to inform student progress.
- To produce high quality reports to parents based on accurate assessment and target setting and identifying strategies for improvement in line with deadlines published on the assessment schedule.
- To communicate effectively and professionally with parents as and when required and attend student parent review meetings.
- To know, understand and comply within the MHA Safeguarding Policy
- To ensure any concerns regarding student welfare and safeguarding are communicated to the relevant senior member of staff and understand that safeguarding is the responsibility of all staff.
- To take responsibility for good student attendance and punctuality to lessons and implement the MHA Attendance Strategy by ensuring accurate and prompt registers are taken for all lessons.
- To implement the MHA Behaviour Improvement Strategy and challenge all unacceptable behaviour using agreed procedures and record on SIMS.

- To perform the role of form tutor in supporting the personal development of all students.
- To promote high levels of literacy and numeracy for all students through implementation of the Academy's Literacy and Numeracy strategy.
- To support the recruitment of students from partner primary schools through a range of extended academy activities.
- To promote the importance of healthy lifestyles through delivery of the Health and Sports Science curriculum and through acting as positive role models for students and their families.
- To ensure students are identified for appropriate external assessment and examinations.
- To set and mark appropriate internal exams and provide accurate records in line with agreed deadlines.
- To act as a member of a specified learning team and attend regular meetings
- To contribute to the work of Academy Strategy groups as required and in line with responsibilities.
- To perform supervision duties at specified times as indicated on the published Academy rota.
- To support the smooth running of the Academy and promotion of student welfare in the event of absent colleagues (only applies to staff with reduced teaching commitment).

General duties and responsibilities

- To carry out other duties as may be reasonably requested.
- To safeguard the welfare of children.
- To report risk to a member of ELT.
- To keep the Curriculum Leader / Subject Leader fully informed of all matters that they are involved in and initiatives they undertake.
- To cover for absent colleagues, as appropriately required.
- To participate and attend meetings and training as appropriate including INSET days.
- To take an active role in own professional development in line with performance management objectives.
- To ensure confidentiality is maintained at all times.
- To work in accordance with all Academy procedures and policies, to adhere to the Academy's professional code of conduct for staff and quality standards for all staff including smart dress code.
- To actively promote the achievement of a smoke free Academy.
- To actively support Academy Initiatives.