JOB DESCRIPTION/PROFILE

**Title:**

Teacher of Vocational Studies.

**Purpose of the Post:**

To make the education of all pupils the first concern and be accountable for achieving the highest possible standards in work and conduct.

**Grading of Post:**

Academy Teaching 1-9

**To Whom Post Holder Reports:**

Head of Vocational Studies - Mr G Carr

**Who Line Manages Post Holder:**

Head of Vocational Studies - Mr G Carr

**Generic Responsibilities:**

* To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children’s learning.
* To plan and prepare lessons in order to deliver the National Curriculum and other subjects ensuring breadth and balance in all subjects.
* To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations.
* To teach lessons that are judged to be at least typically good
* To maintain good order and discipline among the pupils, safeguarding their health and safety.
* To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities.
* To plan opportunities to develop the social, moral, emotional and cultural aspects of pupils’ learning.
* To maintain a regular system of monitoring, assessment, record-keeping and reporting of children’s progress.
* To ensure effective use of support staff within the classroom
* All groups of pupils attain, achieve and make appropriate rates of progress.
* To participate in staff meetings as required.
* To ensure that school policies are reflected in daily practice.
* To communicate and consult with parents over all aspects of their children’s education – academic, social and emotional.
* To liaise with outside agencies when appropriate.
* To support the Principal in promoting the ethos of the school.
* To promote the welfare of children and to support the school in safeguarding children though relevant policies and procedures.
* To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
* To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role.
* To role model professional standards, as detailed in The Campus Charter and other teacher standards.
* To maintain, promote and improve the ethos of the school as a learning organisation and centre of the community.
* To support, promote and positively publicise the academy.
* To work collaboratively and supportively with all employees of the academy.
* To cover in the absence of a colleague.
* To generate revenue for the company.
* To be a mentor to a group of students, attending all teacher / mentor evenings and communicate regularly with parents.
* To support extended school, and deliver a minimum 5 days (or agreed equivalent thereof) to the provision of afterschool, evenings, Saturday mornings or non term time.

Any task as directed by the Principal or his/her representative which is legal and reasonable

### **Appraisal**

* To take responsibility for their own professional development and the appraisal process.
* To maintain a professional portfolio.

**Continued professional development**

* To identify areas for further development and engage fully in the CPD programme of The Canterbury Academy.

An annual review of this job description and allocation of particular responsibilities will take place as part of the Appraisal Process.