

# The Harefield Academy

## *Achievement through Active Learning*

### Job Description

<b>Post:</b>	Mainscale Teacher
<b>Responsible to:</b>	Assistant Headteacher/Director of Learning/Head of Department
<b>School Type:</b>	11 to 18 co-educational sponsored Academy.
<b>Grade:</b>	M1-M6

#### General

- All post holders will have access to performance management systems and support.
- Specific tasks and targets are negotiated and reviewed annually.
- This job description only contains the main accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. All staff are expected to be flexible to ensure the most effective organisation and delivery of learning.
- General tasks are varied from time to time to take into account the changing nature of The Academy and demands made upon it. Such changes are a normal part of the post and, as such, do not constitute a change to the general job description.

#### There is an expectation that all adults who work at The Harefield Academy will:

- Align to the principles underlying The Academy vision, ethos and strategic intent.
- Align to all approved Academy policies and procedures.

#### Summary of main Responsibilities

The following outlines the duties specific to this post. It is not a comprehensive or exhaustive list and may be varied from time to time where this does not change the general character of the job or the level of responsibility held:

- Teaching classes, sets, groups or individual students as required within the agreed timetable setting suitable work to be undertaken both in school and as homework.

- Proactively engaging in pastoral care, notably via the role of Form Tutor.
- Planning and preparing individual lessons appropriate to the needs, interest, experience and existing knowledge of students.
- Contributing to the planning of courses and schemes of learning within the department and/or team.
- Contributing to school and departmental key improvement priorities.
- Marking and assessing students' work and to record their development, progress and attainment.
- Establishing a positive climate for learning.
- Maintaining an attractive and stimulating classroom environment and contributing to displays in The Academy as a whole.
- Providing and contributing to oral and written assessments, reports and references relating to the development and learning of individual students and groups of students.
- Attending Parents' Evenings.
- Reflecting on practice and engaging positively in continuing professional development which includes The Academy PAD system of Performance Management.
- Keeping up to date with current educational thinking and practice.
- Maintaining professional standards.
- Supporting or taking part in the community life of The Academy.
- Setting suitable work for classes when absent and covering for absent colleagues as necessary within the agreed framework.
- Working in co-operation with other members of staff, parents and governors.
- Such other duties as shall from time to time be agreed with the Team Leader and the Headteacher.

### **Other Duties**

Be prepared to undertake any other duties commensurate with the general level of responsibility of the post which may be decided by the Headteacher or Governors in accordance with the changing needs of The Academy.

Date: \_\_\_\_\_

Name and Signature (Postholder): \_\_\_\_\_

Name and Signature (Line Manager): \_\_\_\_\_

## Person Specification

The successful candidate will be an experienced and student focused professional who is energetic, innovative, articulate and influential, reliable and committed, with the ability to relate to The Academy's culture and ethos. More specifically, candidates should be able to demonstrate:

- Degree level qualification.
- A DFE recognised teaching qualification appropriate to the teaching of relevant subject.
- Experience or awareness of the issues involved in teaching the relevant subject in a secondary school setting.
- Experience/understanding of the role of a Form Tutor and of the pastoral curriculum.
- Skills in subject specialist teaching across a wide range of abilities and all age groups in the secondary phase.
- Ability to motivate and engender enthusiasm for the subject in all students.
- Knowledge of subject specific assessment requirements at all key stages.
- Excellent communication skills.
- Excellent attendance and time management.
- Student centred attitude.
- Emotional intelligence.
- Capacity to work effectively as part of a team.
- Reliability.
- Enthusiasm.
- Resilience.
- Honesty and integrity.