

**DEPARTMENT:** TEACHING AND LEARNING  
**DESIGNATION:** TEACHER AND ACADEMIC TUTOR  
**RESPONSIBLE TO:** HEAD OF FACULTY / SLT LINK  
**POST GRADE:** CLASSROOM TEACHERS' PAY SCALE  
**NAME:**

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## Main Purpose of the Post

- To maintain and/or raise standards of student attainment and achievement within their taught classes and other learning activities and to monitor and support student progress.
- To be accountable for student progress and development within their taught classes.
- To develop and enhance their own teaching practice to achieve high standards.
- To ensure a high-quality delivery of an appropriately broad, balanced, relevant and differentiated curriculum for all students studying in their classes, in accordance with the aims of the Academy and the curricular policies.
- To effectively manage and deploy support staff, financial and physical resources to support the designated curriculum portfolio.
- To monitor and support the overall progress and development of students as an academic progress tutor.
- Responsibility for the provision of a full learning experience and support for students within subject area, liaising with the Principal, Senior Leadership Team, Head of Faculty and other Subject Leaders, Achievement Leaders, SENDCO, and relevant staff with Academy responsibilities, relevant support staff, LA representatives, link governor, external agencies and parents/carers.

## Core Responsibilities, Tasks and Duties

### I. Key Roles

- Through effective teaching secure successful outcomes for learners such that they enjoy and achieve when compared to indicators used by the Academy and external bodies.
- Use challenging targets to raise standards for all learners and eliminate low attainment among particular groups and individuals.
- Support the drive to develop, implement, review and improve teaching and learning to ensure that each student thrives, exhibits outstanding learning behaviours and achieves positive progression.

### II. High Standards of Teaching and Learning

Teachers are accountable for the setting of targets for improvement and delivering effective teaching and learning that secures high standards of students' achievements. The following identify aspects and prompts that will enable teachers to carry out their role:

- Role model
- Implementation of national strategy (e.g. Pedagogy/methodology)
- Self-evaluation
- Ambience/climate for learning
- High expectations
- Learning styles and thinking skills
- Use of data analysis
- Marking and assessment
- Reporting
- Planning, schemes of work
- Meet the needs of all students (including management of behaviour and its impact on learning)
- Intervention strategies (e.g. booster classes, use of National Strategy resources)
- Educational enhancement (e.g. trips/visits)

### III. Student Outcomes

- Key Stage 3
- Key Stage 4
- Behavioural standards
- Extra-curricular activities
- Examinations/ accreditations
- Attendance and punctuality

### IV. Duties as an Academic Tutor

- Maintain discipline and acceptable standards of conduct.
- Establish a positive rapport with students to develop their social and academic potential and be a main source of reference for students.
- Mark the Tutor Group register, ensuring absences and lateness are accounted for and appropriate actions taken to ensure high attendance and punctuality.
- Compile reports, profiles and references on students as required.
- Monitor students' home study, the teaching of tutor group periods, escorting the tutor group to assemblies and attending tutor meetings called by the Team Leader.

- V. Other Professional Requirements

  - Track students' academic progress and maintain close contact with parents and other agencies.
  - Establish and maintain effective working relationships within the team and also other colleagues and clients/ partners of the Academy.
  - Be responsible for own professional development and proactive in their own performance management.
  - Participate as required in meetings with colleagues in respect of their post, duties and responsibilities.
  - Any other duties and responsibilities within the range of the salary grade.
- VI. General

  - The duties and responsibilities of the post will be subject to those detailed in the Academy contract issued to all teachers.
  - This Job Description does not define in detail all the duties/responsibilities of the post. It will be reviewed at least once a year as part of the performance management process and may be subject to modification or amendment after consultation and agreement with the post holder
  - Staffs' individual priorities for each academic year will be identified through team plans. It is the responsibility of each individual member of staff to meet the agreed targets within the context of the Academy's improvement plan.
  - Team priorities for each academic year will be identified through the Academy's improvement plan. It is the responsibility of the Head of Faculty to ensure team plans are implemented, monitored and reviewed and for individual team members to meet the targets set.
- VII. Health and Safety

  - Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the Trust Health and Safety policy.
- VIII. Professional Accountability

  - The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition, they are to contribute to the achievement of the school's objectives.
- IX. Safeguarding

  - Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- X. Equalities

  - Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

## Declaration

The Alpha Academies Trust is committed to safeguarding and promoting the welfare of children and young people.

Signed \_\_\_\_\_ Dated \_\_\_\_\_

Print name \_\_\_\_\_

## PERSON SPECIFICATION

APPOINTMENT OF: TEACHER AND ACADEMIC TUTOR

DEPARTMENT: TEACHING AND LEARNING

Minimum Requirements	Measured by: A) Application B) Test/Exercise C) Interview
<b>QUALIFICATIONS/TRAINING</b> <b>It is essential that the post holder has:</b> <ul style="list-style-type: none"><li>• Qualified Teacher Status.</li><li>• Graduate status.</li><li>• A balanced programme of relevant courses undertaken.</li></ul>	<b>A</b>
<b>EXPERIENCE/KNOWLEDGE:</b> <b>It is essential that the post holder has:</b> <ul style="list-style-type: none"><li>• Training and experience across the secondary phase in specialised subject area.</li><li>• Experience of successful management of change.</li><li>• Proven effectiveness as a teacher.</li><li>• Experience in the practical application of learning.</li></ul>	<b>A &amp; C</b>
<b>SKILLS AND ABILITIES:</b> <b>It is essential that the post holder has:</b> <ul style="list-style-type: none"><li>• Ability to support teaching across the Academy.</li><li>• Ability in understanding of good assessment and its implications for planning and teaching.</li><li>• Knowledge of assessment across vocational and G.C.S. E. Specialist subject(s).</li><li>• Ability to communicate effectively both orally and in writing.</li></ul>	<b>C</b>
<b>It is desirable that the post holder is/has:</b> <ul style="list-style-type: none"><li>• A self-starter with vision and imagination.</li><li>• Ability to take risks.</li><li>• Strong awareness of Health and Safety issues.</li></ul>	<b>A &amp; C</b>

**ADDITIONAL FACTORS:**

**It is essential that the post holder has:**

- Ability to lead and motivate staff and students.
- High expectations personally for students and staff.
- Commitment to equal opportunities policies.
- Good organisational skills.
- Ability to work to agreed targets and deadlines.
- Ability to work under pressure and be flexible.
- Integrity, loyalty, sensitivity and a good sense of humour.
- A willingness to undertake appropriate training.
- Awareness and sensitivity with regard to equal opportunities and race equality.
- An ability to fulfil all spoken aspects of the role with confidence through the medium of English.

**C**