



## **Drapers' Academy Job Description**

<b>Job Title:</b>	Teacher (Secondary)
<b>Grade:</b>	Main or Upper pay Scale includes Outer London Allowance
<b>Work Pattern:</b>	Full Time/Part Time
<b>Reports To:</b>	<i>Head of Faculty</i>
<b>Staff Managed (if any):</b>	None

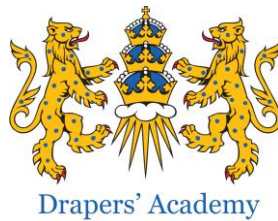
### **Main Duties and Responsibilities**

To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Principal.

- Teach allocated pupils by planning their teaching to achieve progression of learning through:
  - identifying clear teaching objectives and specifying how they will be taught and assessed
  - setting tasks which challenge pupils and ensure high levels of interest
  - setting appropriate and demanding expectations
  - setting clear targets, building on prior attainment
  - identifying SEN or very able pupils and plan to meet their needs
  - ensuring disadvantaged pupils are a strategic focus in your planning and feedback so they make progress in line with national expectations
  - providing clear structures for lessons maintaining pace, motivation and challenge
  - making effective use of assessment and ensure coverage of programmes of study
  - ensuring effective teaching and best use of available time
  - maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework
  - using a variety of teaching methods to:
    - match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
    - use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
    - select appropriate learning resources and develop study skills through library, I.C.T. and other sources



- ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
  - evaluating own teaching critically to improve effectiveness
  - ensuring the effective and efficient deployment of classroom support.
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- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching.
  - Mark and monitor pupils' work and set targets for progress.
  - Assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving.
  - Undertake assessment of students as requested by examination bodies, departmental and school procedures.
  - Prepare and present informative reports to parents.
  - Contribute to the whole school's planning activities.
  - Be a form tutor to an assigned group of students.
  - Play an active role with after-school enrichment activities.
  - Promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.
  - Liaise with the Pastoral Managers to ensure the implementation of the school's pastoral system.
  - Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
  - Contribute to the preparation of Action Plans and progress files and other reports.
  - Alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved.
  - Communicate, as appropriate, with parents of students and persons or bodies outside the school concerned with the welfare of individual students, after consultation with appropriate staff.
  - Contribute to PSHCE and citizenship and enterprise according to school policy.



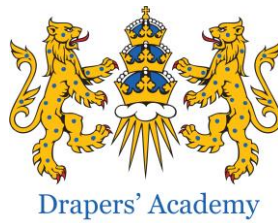
- Have a working knowledge of teachers' professional duties and legal liabilities.
- Operate at all times within the stated policies and practices of the school.
- Know subject(s) or specialism(s) to enable effective teaching.
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- Endeavour to give every child the opportunity to reach their potential and meet high expectations.
- Collaborate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students.
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school.
- Take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and events with partner schools.
- Take responsibility for own professional development and duties in relation to school policies and practices.
- Liaise effectively with parents and governors.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation. This job description should be read in conjunction with 'Clarification notes on the exercise of professional duties for all teachers, other than head teachers' contained at Appendix A.

### **Additional duties**



- Comply with policies and procedures relating to child protection, equal opportunities, health and safety, confidentiality and data protection, freedom of information and report all concerns to the appropriate person.
- Engage in relevant continuous professional development opportunities and performance management/review arrangements.
- This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the grade and scope of the post. This job description may be subject to amendment, to meet the changing needs of the Academy, following appropriate consultation.