



Job Description

Job Title:	Teacher
Date last reviewed:	December 2020
Grade of post:	Main Pay Spine or UPS if through threshold
Location:	The Oxford Academy
Line Manager:	Faculty Leader
Disclosure Level:	Enhanced DBS

The Oxford Academy is committed to safeguarding and promoting the welfare of children therefore all positions in the school will be subject to satisfactory DBS.

Job Purpose:

- To share and promote the Academy's vision and values as identified each year in the School Improvement Plan
- To model good learning behaviours and promote an ethos of engagement in learning
- To use a range of teaching and learning strategies to ensure that every student has the opportunity to make at least good progress in their learning
- To participate in the planning and delivery of an appropriately broad, balanced, relevant and differentiated curriculum
- To contribute to raising standards in student attainment
- To monitor and support the overall progress and development of students as a Teacher and Form Tutor
- To provide enrichment activities for students and to share in the school's responsibility for each child's personal growth as learners and citizens
- To work in a mutually supportive way as a member of a variety of teams

Responsible for:

- The teaching, learning and support of an assigned cohort students both in agreed subject specialisms and cross curricular themes
- Playing a full and active role in Safeguarding and promoting the welfare of children

Planning:

- To assist in the development of appropriate syllabuses, schemes of work, resources, marking policies and learning and teaching strategies Job Description
- To contribute to the School Improvement Plan and to School of Learning's Improvement Plan and the implementation of these
- To plan and prepare well-structured courses and lessons
- To contribute to whole school planning activities Curriculum Provision:
- To assist the Faculty Leader, to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives Curriculum Development:



- To assist in the process of curriculum development and change, ensuring the continued relevance to student needs, examinations and the Academy's vision, values and objectives

Teaching:

- To undertake a designated programme of teaching
- To ensure a high quality learning experience for students which meets internal and external quality standards
- To teach students according to their educational needs including the setting and marking of work to be carried out by the student in school and elsewhere
- To use teaching methods that enable students to learn effectively
- To prepare and update subject materials and learning resources
- To mark, grade/level and ensure students and their work are thoroughly assessed with appropriate written, oral and diagnostic feedback as required and targets for progress
- To provide or contribute to oral and written assessments, reports and references relating to individual students or groups of students
- To undertake Assessment of students as requested by external examination bodies, departmental and school procedures and provide regular assessments for whole school analysis
- To ensure that teaching and learning includes the development of skills, understanding and growth within the cross curricular themes of: Literacy, Numeracy, ICT, Thinking skills and Problem solving, Study Skills, Enterprise and the world of Work, International Development, Environmental Awareness, Citizenship and Healthy Living
- To promote in students attitudes of punctuality, good manners, teamwork and tolerance
- To teach learning skills and organisational routines
- To follow the Academy's Behaviour Policy and systems of rewards and sanction
- To use appropriate language and effective organizational and behaviour management strategies to ensure that students engage in learning, behave well and that learning is focused
- To be self-evaluative, undertake observation of colleagues teaching and reflect on and incorporate good practice shared

Staffing:

- To self-evaluate professional activity and to take part in the school's professional development programme involvement in research, observation of good practice and further training
- To continue personal development in both subject knowledge and teaching methods as well as wider professional understanding
- To actively engage in the Performance Management Review process
- To ensure the effective and efficient deployment of classroom support
- To work as a member of the designated team and to contribute positively to effective working relation within the Academy
- To give attention to your own health, safety and well-being as well as that of those with whom you work

Quality Assurance:

- To help implement school quality procedures and adhere to these



- To contribute to the processes of monitoring, evaluation and audit of the Academy and Student progress assessments in line with agreed procedures, including evaluation against quality standards and performance criteria
- To seek to implement improvement and change where required
- To review from time to time methods of teaching and programmes of study
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation, student progress and student support and welfare functions of the school

Management Information:

- To maintain appropriate records and provide relevant accurate and up-to-date information for the Schools Information Management System, Registration, Student records etc.
- To complete the relevant documents to assist in the tracking of students
- To track student progress as individuals, sub groups and groups) and use such information to inform learning and teaching

Communications:

- To communicate effectively with parents and students as appropriate
- To comply with the Academy's policies and procedures for electronic communication in line with policy
- To follow agreed policies for communications in TOA
- To engage in collaborative working with other schools as appropriate and to communicate and cooperate with persons or bodies outside TOA

Marketing and Liaison:

- To contribute to the Academies publicity through the web-site and bulletins
- To take part in marketing and liaison activities such as Open Evenings, Parents' Evening, Tutor Parent Days and liaison events with partner schools/academies
- To contribute to the development of effective subject links with external agencies

Management of Resources:

- To follow the school systems, including the principles of "Best Value" and to contribute to the process of ordering and allocation of equipment and materials¹
- To assist the Head of Year to identify the resource needs and to contribute to the efficient and effective use of physical resources
- To cooperate with other staff to ensure a sharing of effective usage of resources to the benefit of TOA and the students

¹ **Best Value in schools** is about applying the 4 C's in obtaining high quality services: **Challenge:** (why and by whom is the service being provided); **Compare:** (Look at other schools and organisations – can we get better value?); **Consult:** (Talk to stake-holders, parents, students – what do they think of what is being provided?); **Compete:** (Match resources and providers one against the other to find the best).



Student Progress and Welfare:

- To be a Tutor to an assigned group of students
- To monitor their progress across the curriculum and give attention to their well-being as individual and as a Tutor group
- To work with other professionals on the “Every Child Matters” agenda to promote the principles ensuring children will:
 - Be healthy
 - Stay Safe
 - Enjoy and Achieve
 - Make a positive contribution
 - Achieve economic well-being
- To register students, accompany them to assemblies and encourage their full attendance at lessons and their participation in other aspects of academy life
- To assist the Head of Year to monitor and support overall progress and development of students within TOA

Other Specific Duties:

- To play a full part in the life of the Academy community, to support its distinctive vision, values and ethos and to encourage students and staff to follow this example
- To undertake planned supervision of students duties alongside professional support staff with supervisory duties
- To actively promote TOA policies
- To support the school in meeting its legal requirements for collective worship
- To engage in continuing professional development
- To comply with the Academy’s Health and Safety policy and undertake risk assessments of specific activities for which you have responsibility and of working areas as routine and requested
- To undertake any other duty as specified by the School Teachers’ Pay and Conditions Body or as may be requested from time to time without changing the general character of the duties so specified
- To undertake professional development on a regular basis through collaboration with other schools/academies and other appropriate programmes such as Leading from the Middle

Generic Responsibilities:

- Comply with policies and procedures relating to safeguarding, child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Contribute to the overall ethos, work and aims of the Academy.

The Oxford Academy and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required



clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.

This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Academy as part of the River Learning Trust need to be aware that they may be asked to perform tasks and be given responsibilities not specified on this job description.