

<b>JOB DESCRIPTION</b>	
<b>Job Title</b>	<b>Teacher</b>
<b>Salary Scale</b>	<b>Main Scale</b>
<b>Responsible to</b>	<b>Curriculum Leader</b>

## **PURPOSE OF THE JOB**

As a Main Pay Range Teacher you are required to be competent in all elements of the Teacher Standards, to discharge the Teachers Responsibilities as set out in the Contractual Framework for Teachers of the School Teachers Pay and Conditions Document and to act in accordance with the School's ethos, policies and practices, under the direction of the Principal.

## **VISION AND PURPOSE**

- Provide high quality teaching throughout the Academy, as required.
- Raise student attainment.
- To maximise the learning experiences and achievement of students in assigned classes.
- Monitor and report on student progress.
- Contribute to the activities of designated curriculum areas.
- Undertake the role of form tutor, as required.
- To liaise with colleagues at other Ormiston Academies to support strategic development, share good practice and plan collaborative activities.
- To ensure that the federation of Ormiston Academies is always presented positively within and beyond the Academy.

## **ACCOUNTABLE FOR**

- Teach assigned students, ensuring a high quality learning experience for all which meets external and internal standards.
- Plan and prepare courses and lessons in compliance with the School's plans, curriculum and schemes of work in order to achieve target levels of pupil attainment, progress and outcomes.
- Set and mark work to be carried out by the pupil in school and elsewhere.
- Liaise with the Curriculum Leader to prepare timely examination entries (where applicable) under the guidance of the Examinations Manager.
- Initiate any necessary interventions to enable students to progress, including where relevant operating in line with a student's Individual Education Plan.
- Maintain student records through the Academy's assessment and marking procedures and use the records to inform teaching.
- To provide moderated assessment information as required to the central database for reporting to parents.
- Set work as per the Academy homework policy.
- Liaise with other staff involved with the assigned students, to ensure effective provision eg co-teachers, associate support staff, trainee teachers.
- Assist in the development of syllabuses, resources, schemes of work, policies and teaching strategies to secure co-ordinated outcomes.
- Contribute to the Academy and faculty improvement plan and its implementation.
- Meet Performance Management team leader to set and review appropriate objectives in line with personal, professional Academy priorities.
- Work actively as a member of designated team(s).

- Contribute to the Academy's quality assurance programme.
- Communicate effectively with pupils, parents and carers in accordance with the School ethos, policies and practice.

**All staff are expected to:**

- Continue personal professional development and engage actively in the PM process.
- Actively promote and follow the Academy's policies and procedures.
- Comply with any reasonable request from the Principal or other Academy leader to undertake work of a similar level that is not specified in this job description.
- Play a full part in the life of the Academy and support its vision and ethos.
- To keep up to date with the Academy's procedures for Safeguarding and Child Protection, reporting any concerns to the Senior Designated Person.
- Collaborate and work with colleagues and other relevant professionals within and beyond the School.
- Participating in administrative and organisational tasks, including the direction or supervision of persons providing support for the teachers in the School, which require the exercise of your professional skills and judgment.

**Other specific duties:**

- Be a Form Tutor to an assigned group of students.
- Promote the general progress and well-being of individual students and of the Form group as a whole.
- Liaise with appropriate Assistant Principal to ensure implementation of the Academy's pastoral system, for example strategies to promote attendance, participation in other aspects of Academy life, behaviour for learning, rewards, effective registration and assemblies.
- Implement and deliver agreed learning activity programme(s) for Form time.
- Undertaking any other professional duties of the Principal which are reasonably delegated to her/him by the Board of Governors.
- Where applicable, any teacher entitled to safeguarded sums may be allocated additional responsibilities commensurate with the safeguarded sum for the period of safeguarding.
- Direct and supervise support staff assigned to you and, where appropriate, other teachers.
- Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
- Deploy resources delegated to you in accordance with School policies.
- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act.

**ENVIRONMENTAL DEMANDS/WORKING CONDITIONS**

- Will have long periods of sitting or standing
- Available to work during school hours during term time and a willingness to be flexible as may be required to attend staff meetings/training sessions outside of usual hours.
- Will have contact with members of the public/other professionals e.g. teaching staff, governors, parents/carers, community groups, local authority, external providers, Social care, Ofsted, school reviews etc.
- The post holder may occasionally be subjected to antisocial behaviour from members of the public/parents/site users.
- This post will include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.
- Report all concerns to an appropriate person
- Will not require holiday leave during term time.

**PERFORMANCE MANAGEMENT**

All employees will participate in the Academy’s arrangements for performance management, professional development and any arrangements for quality assurance and internal verification.

**CONTEXT**

All staff are part of a whole Academy team. Each individual is required to support the values and ethos of the Academy and Academy priorities as defined in the Academy Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

**Due to the nature of this job, it will be necessary for the appropriate level of Criminal Record Disclosure to be undertaken. It is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act. Any failure to disclose such convictions will result in dismissal or disciplinary action by the Academy.**

<b>Signature</b>	
<b>Print Name</b>	
<b>Date</b>	