



# Quarrydale Academy

## Job Description

### **1. Title of Post**

Teacher

### **2. Name of Employee**

### **3. Salary**

In accordance with the School Teachers Pay and Conditions Document.

MPR or UPR dependent on experience.

### **4. Accountable and Responsible To:**

Responsible to the Head Teacher through the Academy Line Management Structure

### **5. Main Purpose of the Job**

To carry out the statutory professional duties of a school teacher required under the School Teachers' Pay and Conditions Document (STPCD) and in accordance with the Teachers' Standards relevant to the postholder's career stage.

### **6. Responsible for the Following Key Tasks:**

The following points represent some of the key tasks the post holder will carry out. It is not intended as an exhaustive list as there will be others which become apparent and lead on from the areas indicated below.

1. The provision of a full learning experience and support for students
2. Interact on a professional level with colleagues and seek to establish and maintain productive relationships with them and to promote mutual understanding of the school curriculum with the aim of improving the quality of teaching and learning in the school.
3. To teach, according to their educational needs, pupils assigned to him/her in the allocated classes;
4. To control and oversee the use and storage of books and other teaching materials provided for class usage;
5. To maintain discipline in accordance with the rules and disciplinary systems of the school;
6. To contribute to Department meetings, discussions and management systems necessary to co-ordinate the work of the Department and integrate this into the work of the school as a whole;
7. To promote equal opportunities within the school and to seek to ensure the

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- implementation of the school's equal opportunities policy.
8. To monitor and report to parents on the progress of pupils in the allocated class;
  9. To assess pupils' achievements and progress in accordance with arrangements agreed within the school;
  10. To mark class attendance registers.
  11. To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
  12. To monitor and support the overall progress and development of students as a teacher/Form Tutor.
  13. To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
  14. To contribute to raising standards of student attainment.
  15. To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
  16. To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
  17. To monitor and support the overall progress and development of students as a teacher/Form Tutor.
  18. To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
  19. To contribute to raising standards of student attainment.
  20. To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
  21. To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum area and department.
  22. To plan and prepare courses and lessons.
  23. To assist the Head of Department, the Assistant Head Deep Learning, to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.
  24. To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's Mission and Strategic Objectives.
  25. To ensure the effective/efficient deployment of classroom support.
  26. To help to implement school quality procedures and to adhere to those.
  27. To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria.
  28. To seek/implement modification and improvement where required.
  29. To review from time to time methods of teaching and programmes of work.
  30. To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
  31. To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.
  32. To complete the relevant documentation to assist in the tracking of students.
  33. To track student progress and use information to inform teaching and learning.
  34. To follow agreed policies for communications in the school.
  35. To take part in marketing and liaison activities, such as Open Evenings, Parents Evenings, review days and liaison events with partner schools.
  36. To contribute to the development of effective subject links with external agencies.
  37. To assist the Head of Department to identify resource needs and to contribute to the

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- efficient/effective use of physical resources.
38. To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school and the students.
  39. To be a Form Tutor to an assigned group of students.
  40. To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.
  41. To liaise with a Pastoral Leader to ensure the implementation of the school's Pastoral System.
  42. To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
  43. To evaluate and monitor the progress of students and keep up to date student records as may be required.
  44. To contribute to the preparation of Action Plans and progress files and other reports.
  45. To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
  46. To communicate as appropriate with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
  47. To apply the behaviour management systems so that effective learning can take place.
  48. 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.
  49. To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
  50. To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
  51. To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students.
  52. To undertake a designated programme of teaching.
  53. To undertake a high quality learning experience for students which meets internal and external quality standards.
  54. To prepare and update subject materials.
  55. To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
  56. To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
  57. To undertake assessment of students as requested by external examination bodies, departmental and school procedures.
  58. To mark, grade and give written/verbal and diagnostic feedback as required.

**All staff:**

- 1 Comply with the requirements of Data Protection and other legislation specifically relating to personnel records.
- 2 Contribute towards the priorities identified in Academy Improvement Plan.
- 3 Initiate and manage relevant improvement processes to support the continuous development of staff and Academy.
- 4 To participate in appropriate staff meetings, training sessions, including INSET, where required governor committees and other meetings as identified by the Headteacher.
- 5 Seek win-win solutions.
- 6 Be a positive voice for the Academy in the community.

**Health and Safety:**

- 7 Comply with all statutory requirements in relation to Health & Safety and be aware of the

Academy's Health & Safety policy.

- 8 Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- 9 Co-operate with the Academy on all issues to do with Healthy, Safety and Welfare.

**Continuing Professional Learning:**

- 10 Actively engage and seek opportunities to improve own professional learning.
- 11 Undertake professional development necessary as identified in Academy Improvement Plan, performance management reviews or as a result of developments.

In addition to the duties specified you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature should be incorporated into the job description in specific cases.

The job description may be subject to amendment or modification, should circumstances change, and any changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with the Headteacher who may involve Governors.

## **7. Further Statement**

Employees are expected to maintain high standards of customer care, to uphold Academy policies and health and safety standards and to participate in training activities necessary to their post.

Employees are expected to be courteous and provide a welcoming environment for visitors and telephone callers.

The Academy will endeavour to make necessary reasonable adjustments to the job and working environment to enable employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is effective from 1 January 2017. The contents have been agreed in consultation with the post-holder/s and the Academy.