

## Job Description: Teacher

Responsible to:	Head of Department/Faculty
Job Type:	Permanent
Grade:	M1 – U3
Hours per week:	32.5
Working weeks:	52
Location	Larkmead School, Abingdon

### INTRODUCTION

This job description should be read in conjunction with the current School Teachers' Pay and Conditions document and the provisions of that document will apply to the post holder.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher; and the Deputy Headteacher, or other Senior Manager if appropriate, who will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed as least annually and any changes will be subject to consultation. The school's Grievance procedure will be used to resolve any dispute arising out of the job description. Other relevant policies may be the Stress at Work Policy and the Dignity at Work Policy.

Larkmead is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### GENERAL DUTIES

You will be expected to carry out the professional duties of a teacher as outlined in the School Teachers' Pay and Conditions document currently in operation, or any subsequent legislation.

#### Teaching and Learning:

1. Plan, prepare and deliver high quality lessons to students at some or all of Key Stages 3, 4 and 5
2. Accurately assess and report on progress and any concerns to line manager and parents.
3. Contribute to curriculum development work
4. Ensure that lessons are inclusive and meet the needs of all students

<sup>1</sup> Cambrian Learning Trust (CLT) Employees are predominantly based at one location but may be required from time to time to work at another school within the MAT. A full list of schools within CLT can be found at <https://cambrianlearningtrust.org>

## **Pastoral Care:**

1. To provide high quality pastoral care as a tutor to a group of students in one-year group.
2. Contribution to the wider aims of the School.
3. To engage with and deliver the broad extra curricula experience offered to the students of the School

## **GENERAL RESPONSIBILITIES**

All staff employed by Larkmead School are expected to work within the following policies and procedures:

### **Safeguarding:**

Ensure that all Child protection policies are adhered to and concerns are raised in accordance with these policies

### **Health and Safety:**

Taking appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising concerns with an appropriate manager.

### **Security and data protection:**

Work within the confines of the Data Protection Act and to take appropriate measures to ensure the security and confidentiality of data.

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

*Cambrian Learning Trust is 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) as part of their job role.*

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## Qualifications and Experience

Qualities	Essential/Desirable
<ul style="list-style-type: none"><li>• Be capable of teaching English across Key Stages 3 and 4 and Key Stage 5.</li></ul>	E
<ul style="list-style-type: none"><li>• Enjoy working with and inspiring young people and be able to make and maintain relationships with the full ability range of our students.</li></ul>	E
<ul style="list-style-type: none"><li>• Be passionate about English and work collaboratively as a member of the Faculty.</li></ul>	E
<ul style="list-style-type: none"><li>• Be committed to engaging in continued professional learning.</li></ul>	E
<ul style="list-style-type: none"><li>• Be able to communicate effectively with staff, parents and students.</li></ul>	E
<ul style="list-style-type: none"><li>• Be willing to contribute to the wider life of the Academy.</li></ul>	E

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