

JOB DESCRIPTION

Role Title	Reports to
Teacher	Head of Department

DIMENSIONS

Direct Reports	Budget Responsibility
None	None

PRINCIPAL ACCOUNTABILITIES

Professional Responsibilities & Expectations

- Will have a secure knowledge and understanding of the subject they are trained to teach, a knowledge and understanding at a standard equivalent to degree level.
- Meet the core standards for teachers outlined in the Teachers Standards, Code of Conduct and Alliance Schools Trust Teaching and Learning Code.
- Teach students based on curriculum guidelines within the required subject area(s).
- Assist in the development of appropriate schemes of work and resources.
- Contribute to the School/Faculty development plan and its implementation.
- Contribute to the ethos of the Trust and individual School and uphold it on a day to day basis.
- Make appropriate use of a range of monitoring and assessment strategies to evaluate students' progress towards planned learning objectives and use this information to improve their own planning and teaching.
- Ensure the highest standards of quality and apply the most up to date teaching methods.
- Engage actively in the Trust's performance appraisal process.
- Ensure the effective/efficient deployment of classroom support.
- Implement the Trusts assessment and marking policy, meeting deadlines as required.
- Track student data and progress and use this information to inform teaching and learning.
- Communicate effectively, professionally and regularly with parents.
- Set high expectations for students' behaviour and establish a clear framework for classroom discipline to anticipate and manage students' behaviour constructively, and promote self control and independence, applying the Behaviour Management policy consistently.
- Use ICT effectively in teaching and learning.
- Attend Open Evenings, Tutor consultations and parents evening as directed.
- Encourage student participation in lessons and other School related activities.
- Attend and participate in meetings to support the effective running and administration of the School

Pastoral System

- Act as a Tutor to an assigned group of students, monitoring the progress of each student and highlighting issues to parents and other members of staff where necessary.
- Register students, accompany them to assemblies, encourage full attendance and participation in all aspects of School life.
- Contribute to PSHE programme and ensure lessons are planned as appropriate.
- Collaborate with parents, carers, guardians, support workers and other professionals to safeguard and ensure the educational welfare of statemented students who may have special

educational needs.

- Provide educational and social guidance to students and/or signpost them to specialist areas of advice when needed.

Other Duties

- Play a full part in the life of the School community, supporting its ethos and encouraging other staff and students to follow this example.
- Be aware of, and comply with, policies and procedures relating to child protection, health and safety and security and confidentiality, reporting all concerns to an appropriate person.
- Comply with the School visits and trips policy, completing all relevant documentation.
- Undertake any other reasonable duties as specified by the STPCD or Head of School/Executive Headteacher.

PERSON SPECIFICATION

Qualifications/Education/Training	<ul style="list-style-type: none">• Qualified to degree level with full UK QTS (E)• Evidence of relevant further education and professional development (D)
Knowledge/Experience	<ul style="list-style-type: none">• Accurate and up to date knowledge of issues in teaching and learning including learning styles, assessment for learning and examination specifications in a chosen subject. (E)• ICT literate (E)• An ability to use data to understand target setting and track student progress/apply appropriate intervention (E)• Excellent communication and inter personal skills (E)• Ability to plan, prioritise, delegate, organise self and work with others in a team (E)• A reflective practitioner (E)• Keen to develop 21st century learning platforms within the subject (D)
Technical/Business Skills/Ability	<ul style="list-style-type: none">• Knowledge of SIMS management systems (E)
Particular Aptitude/Personal Skills Required	<ul style="list-style-type: none">• Excellent attendance and punctuality (E)• Enthusiasm, personal dynamism and determination (E)• Ability to manage the often-conflicting demands of teaching (E)• Ability to be creative and innovative (E)• Commitment to professional standards, quality and continuous improvement (E)• An excellent classroom practitioner (E)• Commitment to upholding the School's Safeguarding and keeping children safe policies (E)• Adhere to Teachers' Standards (England) at all times (E)

We as Trust colleagues, make upholding the reputation and standards of the Trust and the School our first concern, and are accountable for achieving the highest possible standards in our work and conduct. Our Job Descriptions define the behaviour and attitudes required. We act with honesty and integrity; have strong subject knowledge, keep our knowledge and skills up to date and are self-critical; forge positive professional relationships and work with parents/carers, visitors and outside agencies in the best interests of students.

Personal and Professional Conduct

A colleague is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct for all Trust employees;

We uphold public trust and maintain high standards of ethics and behaviour, within and outside School, by:

- Treating students, colleagues, visitors and parents/carers with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to our position;
- Having regard for the need to safeguard students' well-being, in accordance with statutory provisions;
- Showing tolerance of and respect for the rights of others;
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs;
- Ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law;
- Maintaining high standards of confidentiality and acting with integrity at all times.

I hereby confirm that I have received a copy of the above job description

PRINT: SIGNED: