



**Reports To:** Head of Department/Principal//Head of School/Deputy Principal/Assistant Principal

<b>Why</b>	<p><b>Job Summary</b></p> <ul style="list-style-type: none"> <li>To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and to support a designated curriculum area as appropriate.</li> <li>To monitor and support the overall progress and development of pupils as a Teacher/Form Tutor.</li> <li>To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve the highest of standards.</li> <li>To share and support the Trust's responsibility to provide and monitor opportunities for pupils' personal and academic growth.</li> </ul>
------------	---

<b>What</b>	<p><b>Main Responsibilities</b></p> <ul style="list-style-type: none"> <li>To carry out the professional duties of a school Teacher as provided for under the relevant sections of the School Teachers' Pay and Conditions Document.</li> <li>Responsible for the provision of a full learning experience and support for pupils in accordance with the professional duties of a teacher.</li> <li>Liaising with the Regional Director/Principal/Head of School/Deputy and Assistant Principals, teaching/support staff, external agencies and parents/carers.</li> <li>To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in your curriculum area.</li> <li>To contribute to the department's development plan and its implementation.</li> <li>To plan and prepare courses and lessons.</li> <li>To contribute to whole Academy planning activities.</li> <li>To assist the Head of Department to ensure that the curriculum area provides a range of teaching that complements the Trust's strategic objectives.</li> <li>To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of pupils, examining and awarding bodies and the Trust's mission and strategic objectives.</li> <li>To take part in the Trust's staff development programme by participating in arrangements for further training and professional development.</li> <li>To continue personal development in the relevant areas including subject knowledge and teaching methods.</li> <li>To engage actively in the Performance Management Review process.</li> <li>To work as a member of a designated team and to contribute positively to effective working relations within the Trust.</li> <li>To help implement the Trust's quality procedures and adhere to them.</li> <li>To contribute to the process of monitoring and evaluation of the curriculum area in line with agreed Trust procedures, including evaluation against quality standards and performance criteria.</li> <li>To seek/implement modification and improvement where required.</li> <li>To review from time to time methods of teaching and programmes of work.</li> <li>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 Academy.</li> <li>To maintain appropriate records and to provide relevant, accurate and up-to-date information for the Academy's information system, eg CMIS etc.</li> <li>To complete the relevant documentation to assist in the tracking of pupils.</li> <li>To track pupil progress and use information to inform teaching and learning.</li> <li>To communicate effectively with the parents of pupils as appropriate.</li> <li>Where appropriate, to communicate and co-operate with persons or bodies outside the Trust.</li> <li>To follow agreed policies for communications in the Trust.</li> <li>An ability to converse at ease with all customers and provide accurate advice in order to fulfil all spoken aspects of the role through the medium of spoken English.</li> <li>To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, Review Days and liaison events with partner Academies.</li> <li>To contribute to the development of effective subject links with external agencies and other schools.</li> <li>To be a form tutor to an assigned group of pupils.</li> <li>To promote the general progress and well-being of individual pupils and of the group as a whole.</li> </ul>
-------------	---

	<ul style="list-style-type: none"> <li>• To liaise with the Director of Achievement/SENCo/Head of Year/Assistant Principal to ensure the implementation of the Trust's support systems.</li> <li>• To evaluate and monitor the progress of pupils and keep up-to-date pupil records as required.</li> <li>• To contribute to the preparation of action plans and progress files and other reports.</li> <li>• To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved.</li> <li>• To teach pupils according to their educational needs including the setting and marking of work to be carried out by the pupil in the Academy and elsewhere.</li> <li>• To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required.</li> <li>• To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of pupils.</li> <li>• To ensure that ICT, literacy, numeracy and Academy subject specialism(s) are reflected in the teaching/learning experience of pupils.</li> <li>• To undertake a designated programme of teaching to fully prepare pupils for all examinations and tests.</li> <li>• To ensure a high quality learning experience for pupils that meets internal and external quality standards.</li> <li>• To communicate, as appropriate, with the parents of pupils and with persons or bodies outside the Trust concerned with the welfare of individual pupils, after consultation with the appropriate senior staff.</li> <li>• To contribute to PSHE, citizenship and enterprise education, according to the Trust policies.</li> <li>• To support the Trust's behaviour management protocols so that effective learning can take place.</li> <li>• To prepare and update teaching materials.</li> <li>• To use a variety of delivery methods that will stimulate learning appropriate to pupil needs and the demands of the syllabus and/or scheme of work.</li> <li>• To maintain discipline in accordance with the Trust's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.</li> <li>• To undertake assessment of pupils as requested by external examination bodies, departmental, year and Trust procedures.</li> <li>• To mark, grade and give written/verbal and diagnostic feedback as required.</li> <li>• To jointly plan with any Learning Assistants or Learning Mentors allocated to pupils in your classes.</li> <li>• To play a full part in the life of the Academy, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.</li> <li>• To carry out pre-school, break, lunchtime and after school duties as assigned to you.</li> <li>• To actively promote the Trust's corporate policies.</li> <li>• To continue personal development as agreed.</li> <li>• To comply with the Trust's Health and Safety policy and undertake risk assessments as appropriate.</li> <li>• To undertake any other duty as specified by the STPCD not mentioned in the above.</li> <li>• To promote and safeguard the welfare of pupils for whom you are responsible or come into contact with.</li> </ul>		
<b>How</b>	<b>Competencies</b>	<u>Personal Attributes</u> (level expected when job is conducted to the required standard)	
	<i>Teaching Experience</i>	Relevant classroom experience for the post	
	<i>Personal and Professional Skills and Attributes</i>	Ability to teach at a 'good' or 'outstanding' level	
		Highly motivated and enthusiastic	
		High professional standards	
		High expectations of students in terms of behaviour and achievement	
		Ability to work effectively as a member of a team	
		High quality organisational skills	
		Ability to motivate students	
		Ability to self-review effectively and set appropriate targets	
<i>Other</i>	Must satisfy relevant employment checks		
	Confirmation of professional and personal knowledge, skills and abilities		
	Positive recommendation from current employer		
<b>Context</b>	<b>Interfaces</b>	English Language Fluency	An ability to converse at ease with all customers and provide accurate advice in order to fulfill all spoken aspects of the role through the medium of spoken English.
	<b>Scope</b>	People (directly/indirectly manage)	<ul style="list-style-type: none"> <li>• To ensure the effective/efficient deployment of classroom support.</li> </ul>

	Travel	You will be required to travel to academies as necessary.
	<b>Education, Qualifications and Experience (EQE)</b>	<ul style="list-style-type: none"> <li>• Degree in relevant subject</li> <li>• Qualified teacher status</li> </ul>
	<b>Safeguarding</b>	All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check, in order to satisfy our statutory obligations.
	<b>Data Protection</b>	All adults employed by the Trust have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR Regulations.

Whilst every endeavor has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.