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Principal: Mrs C Stanyer

Job Description

Job Title: Teacher
Responsible to: Director of Faculty

Vision and Purpose

1. Teachers will work with the Principal and the Senior Leadership Team to ensure that the aspirations and aims of the academy are achieved.
2. In common with the other members of staff, teachers will have a responsibility to promote the ethos and culture of the academy, to undertake a range of organisational and supervisory duties and to discharge routine functions such as taking registers, dealing with routine administrative functions, dealing with student behaviour issues in order to ensure the smooth day to day running of the academy;
3. Teachers will also have a responsibility to liaise with colleagues at other Ormiston Academies and within local networks to support strategic development, share good practice and plan collaborative activities.
4. All teachers will be required to be Form Tutors.
5. The Form Tutor has the key role of managing the pastoral and academic welfare of all members of the tutor group. They are the first and most regular contact for students, parents/carers and subject staff. The tutor is expected to be aware of the key learning issues and to monitor continuity for students.

RESPONSIBLE FOR:

Teachers are responsible for the following key duties:

Plan, teach and assess students' work

- Prepare and teach classes, ensuring curriculum coverage, according to students' individual needs.
- Plan and teach engaging lessons which are challenging.
- Conscientiously mark students' work according to the marking & assessment policies.
- Record and report on students' progress and attainment – educational, social and personal.
- Provide a well-organised, safe and stimulating classroom environment.
- Work diligently to ensure that all student make appropriate progress.

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

Maintain positive working relationships with students, colleagues, parents and wider school community

- Have a passion for their subject.
- Maintain good order and discipline among students and safeguard their health and safety, both on the school premises and when they are engaged in authorised school activities elsewhere.
- Participate in meetings relating to school curriculum, school administration or organisation and to implement policies and guidelines agreed by staff.
- Communicate, consult and establish effective partnership with students' parents.
- Communicate effectively with relevant persons or bodies outside the school
- Develop effective links with local community.

Participate in self-development

- Participate in self-appraisal and performance management within agreed national framework.
- Participate in arrangements for further training and professional development as a teacher.
- Review teaching methods and programmes of work.

Undertake wider role of teacher

- To supervise, and so far as practicable, teach any students whose teacher is not available to teach them in line with national agreements.
- Attend and supervise assemblies.
- Register students' attendance.
- Model professionalism and integrity at all times.
- Create a positive ethos in the school by enthusiasm and by promoting a love of learning.

Teachers will be responsible for carrying out the duties of Form Tutors as detailed below:

Management

- Set high expectations of progress, behaviour, dress, attendance and punctuality.
- Motivate through praise and positive reinforcement.
- Deal with all matters/referrals promptly and use intervention plans to set targets for improving behaviour.
- Accurate marking of attendance register.
- Close monitoring and validation of student attendance and punctuality.
- Monitoring of student planner.
- Dissemination of school-student-home communication.
- Help to improve and monitor attendance.

Support, Welfare and Guidance

- Show a personal interest in individuals and express belief in the tutor group.
- Model effective behaviour and respect.

- Promote a form, year group and House identity, a sense of belonging.
- Screen the group for help, wellbeing and child protection issues.
- Liaise with parents/carers/SLT/outside agencies as necessary.

Academic Mentoring

The Personal Tutor as a Mentor:

- Foster interest in learning and personal development.
- Maintain up to date overview of student progress, including the use of Intervention Plans to help improve achievement.
- Prepare fully for Parent/Carer communication.
- Liaise with subject staff/college leaders/parents/carers regarding student progress as required.

Other considerations

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Designated Safeguarding Lead or the Principal. Safeguard children and adults, and implement the Safeguarding and Child Protection Policy. Read, understand and follow at least Part 1 of the current statutory guidance in Keeping children safe in education. Undertake the Prevent Duty to safeguard pupils and adults from extremism. Understand their statutory duty to report safeguarding concerns. Maintain their Position of Trust and not have sexual relations with pupils (Sexual Offences Act 2003) or any other inappropriate relationship with pupils.
- 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.
- Will not require holiday leave during term time.

Flexibility Clause

As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

Variation Clause

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Principal/Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

Fluency in English

The post is covered by Part 7 of the immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

PERFORMANCE MANAGEMENT

Teachers are to participate in the academy's arrangements for performance management, professional development and the academy's 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 Development Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a busy environment.

This statement is in addition to, and an amplification of, the duties and responsibilities laid down in the National Teachers Conditions of Service.