



## **JOB DESCRIPTION**

**Job Title:**               **Teacher**

**Salary:**                 **MPR/UPR**

**Accountable To:**   **Headteacher**

## **JOB PURPOSE**

To take responsibility for the education and welfare of a designated class of children in accordance with the current School Teachers' Pay and Conditions Document, having due regard to the requirements of the National Curriculum and Local Authority, Academy Trust and school policies.

Take responsibility for planning and implementing appropriate work programmes for all children in the designated class, within the framework of national and school policies.

Maintain assessment records and report on pupils' progress to senior staff and to parents and carers, in accordance with school policy.

Provide a safe, calm and well-ordered environment for all pupils and staff, focussed on safeguarding pupil's welfare and promoting good behaviour in the academy and in wider society.

The Teacher shall carry out their duties as set out in the School Teacher's Pay and Conditions Document.

## **KEY RESULT AREAS**

1. Plan work for the class in accordance with national, Local Authority, Trust and school curriculum policies and in co-operation with subject and phase leaders to ensure that the children experience a broad, balanced, relevant and stimulating curriculum.

2. Ensure a close match between the learning experience offered, and the individual needs of the children in the class, so as to give each child an opportunity to achieve to the maximum of their capability.

3. Make appropriate educational provision for children with SEND and those learning EAL, with support from the SENDCo.

4. Where possible, make sure that children's work is closely linked to first-hand practical experience.
5. Provide children with opportunities to manage their own learning and become independent learners.
6. Create a secure, happy and stimulating classroom environment, maintaining the highest standards of organisation and discipline.
7. Foster each child's self-image and esteem and establish relationships which are based on mutual respect.
8. Maintain a high standard of display both in the classroom and in other areas of the school.
9. Arrange for resources, equipment and materials to be available in such a way that they are properly cared for, easily accessible and will encourage children to become more responsible for their own learning.
10. Work closely with colleagues to undertake medium and short-term planning and the implementation of agreed schemes of work.
11. Assess children's progress, maintain records and provide written reports to parents and carers in accordance with school policies.
12. Communicate and consult with parents and carers and with outside agencies as necessary, about children's progress and attainment.
13. Ensure that the school's aims and objectives in relation to the curriculum, equal opportunities and discipline are promoted in everyday classroom organisation and practice.
14. Liaise with support staff both school based, from the Local Authority and from other external bodies as required.
15. To take responsibility for the management of other adults in the classroom.
16. Ensure the protection and safety of all students and staff through effective approaches to safeguarding and promoting the welfare of all children.
17. The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
18. Ensure compliance with academy requirements, policies, systems and procedures throughout the academy, ensuring that accurate and up-to-date records and documentation are kept and held and available for internal and external audit, review and to inform report writing.

19. To carry out additional responsibilities as requested by the Headteacher and/or senior trust staff.

## **VARIATION IN THE ROLE**

Given the dynamic nature of the role and structure of TCAT and Redby Academy, it must be accepted that, as TCAT and Redby Academy's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

## **EQUALITY AND DIVERSITY**

TCAT and Redby Academy are committed to equality and diversity for all members of society. TCAT and Redby Academy will take action to discharge this responsibility but many of the actions will rely on individual staff members at TCAT embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support TCAT and Redby Academy's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, pupils and visitors to TCAT and Redby Academy with an all inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

If you, as a member of staff, identify how you or TCAT and/or Redby Academy can improve its practice on Equality and Diversity, please contact the Chief Operating Officer

## **HEALTH AND SAFETY**

All members of staff have a duty to maintain safe and clean conditions in their work area and co-operate with TCAT and Redby Academy on matters of Health and Safety. This will include assisting with undertaking risk assessments and carrying out appropriate actions as required. Staff are required to refer to TCAT and Redby Academy Health and Safety Policies in respect to their specific duties and responsibilities.

## **STAFF DEVELOPMENT**

All staff are required to participate fully in TCAT and individual academy Staff Development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

## **COMMITMENT TO SAFEGUARDING VULNERABLE GROUPS**

TCAT and Redby Academy are committed to safeguarding and promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment and adhere to relevant training.