



Job Description and Person Specification

Post Title:	Teacher
Grade:	UQT/MPS/UPS
Accountable to:	Director of Learning

ROLE OVERVIEW:

To play a full part in the life of the academy community, to support its distinctive vision and ethos and to encourage staff and students to follow this example. To support and implement all academy policies. To plan, prepare and teach lessons of the highest quality.

KEY ACCOUNTABILITIES:

MAIN DUTIES

- To support in the promotion of high standards of student learning, achievement, progress, attainment and behaviour through working effectively and collaboratively.
- To participate in CPD and take responsibility for your own professional development using the outcomes to improve teaching and learning.
- To be involved in the planning and delivery of a CRE programme, subject to reasonable negotiation and individual teachers' circumstances.
- To take part in the Quality Assurance systems.
- To take part in the Appraisal System.
- To do a reasonable and equitable amount of substitution for absent colleagues subject to workforce reform agreements.
- To develop and maintain ICT/interactive technology skills.
- To work within the requirements of the Safeguarding Children's Policy and have a responsibility for promoting and safeguarding the welfare of students.
- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with by:
 - Reading the Academy safeguarding policy and procedures regarding child protection.
 - Become aware of the indicators of concern and symptoms of abuse by attending relevant safeguarding training.
 - Understand and support the Academy by attending training relevant to current national safeguarding issues such as The Prevent duty, Child Sexual Exploitation, Female Genital Mutilation.
 - Report all causes for concern to the Safeguarding team using MyConcern.
 - Ensure the safety of all students in the Academy learning environments.
 - Reading Part 1 of Keeping Children Safe in Education.
 - Being fully aware of and understanding the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people.
- To teach as appropriate your subject specialism within the faculty and across the curriculum.
- To plan, prepare and deliver courses and lessons following the agreed Medium and Short Term Plans.
- To teach students as assigned, according to their differing needs and set, mark and provide feedback on homework and assessed work as outlined in the academy/faculty policies.
- To review teaching methods and Medium and Short Term Plans.
- To contribute to the preparation and development of teaching materials/student resources for faculty courses.
- To consistently and effectively use information about prior attainment to set challenging expectations for students and monitor progress to give clear and constructive feedback which includes next steps.

- To demonstrate a thorough and up to date knowledge of your subject pedagogy and take account of wider curriculum developments which are relevant, e.g. literacy, numeracy, closing the gap.
- To participate and prepare for meetings as scheduled.
- To assess, report and record the development, attainment and progress of students six times a year.
- To work with students and the faculty to meet individual and academy set targets
- To be a tutor within the Support & Guidance Team:
- To act as a link between academy and home for the distribution of information (letters etc).
- To be the first point of contact for students and parents by letter.
- To establish a group identity and foster a positive ethos.
- To monitor student organisers, uniform, students on report, punctuality and equipment.
- To attend assembly as appropriate (unless travelling to the other campus).
- To plan and deliver appropriate activities during form time.
- To provide IAG and write statements/reports/references as required.
- To communicate and consult with the parents of students and co-operate with external agencies, if necessary.
- To fully participate in all aspects of Consultation Day.
- To undertake other reasonable responsibilities delegated to the post-holder by the Principal or senior staff.

SAFEGUARDING

- Work in line with statutory safeguarding guidance (e.g., Keeping Children Safe in Education, PREVENT and our safeguarding and child protection policies.
- Work with the Designated Safeguarding Lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.

CORPORATE RESPONSIBILITIES

- Show support for and uphold our ethos, value, all policies and procedures.
- Promote high standards in attendance, punctuality and appearance adhering to Staff Code of Conduct.
- Act with professionalism, integrity at all times, promoting the Trust values.
- Comply with any reasonable request from a manager or Principal to undertake work of a similar level or commensurate with role and level of responsibility that is not specified in this job description.
- Comply with data protection legislation and follow the principles of GDPR.
- Promote a commitment to equal opportunities and anti-discriminatory practice adhering to the Trust Equal Opportunities Policy.
- Promote a work environment that protects people's health and safety and that promotes welfare, which is in accordance with the Trust Health and Safety Policy and legislation.

Note 1: The content of this job description will be reviewed with the post holder on an annual basis in line with the performance management cycle. Any significant change in level of accountability that could result in a change to the interim grade must be discussed with the post holder and representative where necessary.

PERSON SPECIFICATIONS: TEACHER

Education & Qualifications	Essential	Desirable
A teaching qualification.	✓	
A first degree or equivalent.	✓	
Experience		
A variety of teaching experience across EYFS, KSI, KS2, KS3, KS4, KS5.		✓
Involvement in curriculum development within a school.		✓
Working successfully in partnership with parents and the wider community.		✓
Knowledge & Skills		
Current education issues and developments.	✓	
National Curriculum, national strategies and assessment.	✓	
Implications of equal opportunities and inclusion issues.	✓	
Strategies for improving the quality of teaching and learning.	✓	
Strategies for school improvement and raising standards of achievement.	✓	
Understanding of appropriate strategies for managing pupils' behaviour.	✓	
To have an understanding of and commitment with the Academy and Trust values.	✓	
An excellent, creative teacher who motivates children.	✓	
Able to relate well to children and share their interests and enthusiasms.	✓	
Effective administrative and organisational skills.		✓
Ability to communicate orally and in writing to a wide range of audiences.	✓	
Working knowledge of ICT for teaching and administrative purposes.		✓
Ability to cope with the pressures of a demanding teaching position.	✓	
Commitment to providing an effective learning environment appropriate to the need and abilities of all pupils.	✓	
Commitment to the development and maintenance of positive partnerships between the school, parents, governors and the community.	✓	
Personal Attributes		
Customer focussed.	✓	
Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.	✓	
Open, honest and an active listener.	✓	

Takes responsibility and accountability.	✓	
Committed to the needs of the pupils, parents and other stakeholders and challenge barriers to providing an effective service.	✓	
Demonstrates a 'can do' attitude including suggesting solutions, participating, trusting, and encouraging others and achieving expectations.	✓	
Is committed to the provision and improvement of quality of service provision.	✓	
Is adaptable to change/embraces and welcomes change.	✓	
Communicates effectively.	✓	
Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.	✓	
Acts with pace and urgency being energetic, enthusiastic and decisive.	✓	
Has the ability to learn from experiences and challenges.	✓	
Commitment		
Committed to Affinity Learning Partnership values and aims, acting as role model demonstrating professionalism and consistent high expectations at all times which supports the ethos of the Trust	✓	
Recognise and respect difference between individuals and play their part in making the Trust more inclusive, aware of and committed towards diversity and equal opportunities.	✓	
Committed to own continual professional development	✓	
Other		
Ability to travel to other Trust sites	✓	
Is fluent in the use of the English language	✓	