



Generic Teacher Job Description

Broad Principles

It is expected that all Teachers (including unqualified teachers) work at or exceed the expectations of the Teachers' Standards as described specifically below and provide the highest quality of education, care and preparation for life for all students.

Preamble

Teachers make the education of their pupils their first concern and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as a teacher up-to-date and are self-critical; forge professional relationships; and work with parents in the best interests of their pupils.

TS1 Set high expectations which inspire, motivate and challenge pupils.

-  Establish a safe and stimulating environment for pupils, rooted in mutual respect.
-  Set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions.
-  Demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils.

TS2 Promote good progress and outcomes by pupils. Be accountable for pupils' attainment, progress and outcomes.

-  Be aware of pupils' capabilities and their prior knowledge, and plan teaching to build on these.
-  Guide pupils to reflect on the progress they have made and their emerging needs.
-  Demonstrate knowledge and understanding of how pupils learn and how this impacts on teaching.
-  Encourages pupils to take a responsible and conscientious attitude to their own work and study.

TS3 Demonstrate good subject and curriculum knowledge.

-  Have a secure knowledge of the relevant subjects and curriculum areas, foster and maintain pupils' interest in the subject, and address misunderstandings.
-  Demonstrate a critical understanding of developments in the subject and curriculum areas, and promote the values of scholarship
-  Demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever the teacher's specialist subject.

TS4 Plan and teach well-structured lessons.

-  Impart knowledge and develop understanding through effective use of lesson time.
-  Promote a love of learning and children's intellectual curiosity.
-  Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired.
-  Reflect systematically on the effectiveness of lessons and approaches to teaching.
-  Contribute to the design and provision of an engaging curriculum within the relevant subject areas.

TS5 Adapt teaching to respond to the strengths and needs of all pupils.

-  Know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively.
-  Have a secure understanding of how a range of factors can inhibit pupils' ability to learn, and how best to overcome these.

- 📖 Demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils' education at different stages of development.
- 📖 Have a clear understanding of the needs of all pupils, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.

TS6 Make accurate and productive use of assessment.

- 📖 Know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements.
- 📖 Make use of formative and summative assessment to secure pupils' progress
- 📖 Use relevant data to monitor progress, set targets, and plan subsequent lessons.
- 📖 Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback.

TS7 Manage behaviour effectively to ensure a good and safe learning environment.

- 📖 Have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's behaviour policy.
- 📖 Have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.
- 📖 Manage classes effectively, using approaches which are appropriate to pupils' needs in order to involve and motivate them.
- 📖 Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.

TS8 Fulfil wider professional responsibilities

- 📖 Make a positive contribution to the wider life and ethos of the school.
- 📖 Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
- 📖 Deploy staff effectively
- 📖 Take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues.
- 📖 Communicate effectively with parents with regard to pupils' achievements and well-being.

2 Personal and professional conduct

A teacher 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 throughout a teacher's career.

Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

- 📖 treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- 📖 having regard for the need to safeguard pupils' 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 pupils' vulnerability or might lead them to break the law.

Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality. Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

Main Duties

Operational & Strategic
<ul style="list-style-type: none">• To be familiar with the Staff Handbook and all relevant policies and procedures, ensuring they are implemented.• To register each class using the electronic registration system according to school procedures.• To supervise the use and care of the Academy fabric and equipment by the students and to ensure their adherence to relevant health and safety regulations.• To share in the corporate responsibility for the development and well-being of all students.• Make a positive contribution to the wider life and ethos of the school.• Demonstrate consistently the positive attitudes, values and behaviour which are expected within the Academy community based on mutual respect between students and staff.• To take reasonable care of one's own health and safety and that of others and inform the Facilities Manager of any concerns with regard to health and safety.• Support the day-to-day management, control and operation of the curriculum area.
Curriculum
<ul style="list-style-type: none">• To liaise with the Director of Learning and other staff to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum.• To contribute fully to the SMSC agenda and to all other initiatives, for example Work Related Learning, Careers, Literacy and Numeracy.• To maintain an up to date knowledge of the subject, and utilise a range of teaching methods in line with currently acknowledged best practice.• Know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements.• To keep up to date with national developments in the curriculum area and teaching practice and methodology.
Staff Development & Deployment
<ul style="list-style-type: none">• To participate in academy-based research or inset designed to improve teaching and learning.• To be responsible for the efficient and effective deployment of support staff (for example CSAs) in lessons as appropriate.• To take a pro-active part in the academy's appraisal system.• To support colleagues as appropriate, when members of staff are absent.• To promote teamwork and act in a positive manner to ensure good, effective working relations.• To participate in the Academy's ITT programme as required and support colleagues to develop their Teaching and Learning as required.• Reflect systematically on the effectiveness of lessons and approaches to teaching.• To take responsibility for improving own teaching through appropriate professional development, responding to advice and feedback from colleagues.• To attend INSET sessions and working parties related to new initiatives in teaching and learning.
Quality Assurance
<ul style="list-style-type: none">• To contribute to the Academy's procedures for lesson observation and quality assurance.
Management Information
<ul style="list-style-type: none">• To ensure the input of accurate and up-to-date assessment information according to academy policies and procedures on SIMS.• To identify and take appropriate action on issues arising from data and reviewing progress on the action taken.• To produce reports for students according to academy policies and procedures.

- To input behaviour sanctions and rewards as appropriate according to academy policies and procedures.

Communications

- Communicate effectively with parents/carers with regard to students' achievements and well-being.
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.
- To liaise with Directors of Learning, Pastoral staff and other staff as appropriate regarding individual students in accordance with whole-school policies.
- To participate actively in meetings with colleagues and parents/carers.
- To ensure that the academy's values and ethos are reflected in conduct and any communications within and external to the academy.

Management of Resources

- To be aware of the importance of value for money and the broad financial basis of the operation of the academy and to assist in seeking ways of deploying resources to the maximum benefit of the students.
- To ensure that all resources, equipment, books and premises are looked after and maintained in accordance with academy policies.
- To monitor and control the use and storage of teaching materials, books and equipment.
- To maintain the allocated teaching areas to ensure that they are conducive to a stimulating and exciting learning experience.

Pastoral System

- To fulfil the role of tutor to a group of students, taking responsibility for being the lead adult regarding their pastoral care.
- To contribute to and implement the academy's policy on rewards and sanctions.
- To monitor student behaviour at all times and to work with duty staff as necessary.
- To monitor and support the overall progress and development of students within the tutor group.
- To monitor students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.

Teaching

To undertake an appropriate programme of teaching including:

- To assist in the development of appropriate syllabi, resources, schemes of work and teaching strategies in the subject area.
- To attend all appropriate meetings.
- To plan and prepare courses and lessons.
- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student.
- Set homework and plan other out-of-class activities according to the academy homework policy.
- To assess, record and report on the progress, development and attainment of students and to keep such records as required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that development of Literacy, Numeracy and Communication Skills are reflected in the learning experience of students.
- To ensure a high quality learning experience for students.
- To maintain discipline in accordance with the academy's procedures and to encourage good punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, subject area and academy procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.
- To model high standards of literacy, articulacy and the correct use of standard English, whatever the teacher's specialist subject.

- To actively contribute to the wider life of the school by organising and running appropriate extra-curricular activities where this falls within directed time.

Additional Duties

- To undertake whole academy duties as outlined each year.
- To undertake any other duty as specified by School Teachers' Pay and Conditions Body (STPCB) not mentioned in the above.
- To play a full part in the life of the academy community, to support its values and ethos and to encourage staff and students to follow this example.
- To promote actively the academy's corporate policies.
- To comply with the academy's Health and Safety policy and undertake risk assessments as appropriate.
- To show a record of excellent attendance and punctuality.
- To adhere to the Academy's Dress Code.

Responsible To

- Director of Learning of relevant department(s) as well as other middle leaders or senior leaders as appropriate.

Liaising With

- Principal, Senior Leaders, Directors of Learning, Mini School Leaders, Student Support Staff and relevant teaching and non-teaching staff, parents/carers and Governors.

All job descriptions are current at the date shown, but following consultation, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.