



New Horizons  
Children's Academy

## **JOB DESCRIPTION**

**Post Title:**           **Teacher**

**Responsible to:**    **Headteacher**

### **1.     Purpose**

To teach a class or groups of children in line with whole school policies and schemes of work, and to undertake pastoral, administrative and leadership duties in keeping with the School Teachers Pay and Conditions of Employment document and meet the professional standards for teachers.

### **2.     Generic Teachers**

- 2.1 You are to carry out duties of a school teacher as set out in Pay and Conditions Document 2005, subject to any amendments due to government legislation. This includes any duties as may be reasonably directed by the Headteacher.
- 2.2 All staff are expected to work towards the school's aims, uphold the school's principles and policies which underpin good practice and the raising of standards.
- 2.3 Demonstrate a thorough and up-to-date knowledge of the teaching of primary aged pupils and take account of wider curriculum developments which are relevant to your work.
- 2.4 Consistently and effectively plan lessons and sequences of lessons to meet pupils' individual learning needs.
- 2.5 Consistently and effectively use a range of appropriate strategies for teaching and classroom management.
- 2.6 Consistently and effectively use information about prior attainment to set well grounded, high expectations for pupils and monitor progress to give clear and constructive feedback.
- 2.7 Demonstrate that, as a result of your teaching, your pupils achieve well in relation to their prior attainment.
- 2.8 Take responsibility for your professional development and use the outcomes to improve your teaching and pupils' learning.
- 2.9 Make an active contribution to the policies and aspirations of the school.
- 2.10 Be responsible for the development of at least one subject area across the school particularly the progress made and standards achieved by pupils – see Subject Leader Job Description (for NQTs in their second year).

### **3. Key Tasks**

#### **TEACHING**

- 3.1 Contribute to planning meetings and whole school staff meetings.
- 3.2 Implement agreed plans and produce termly teaching forecasts.
- 3.3 Provide a differentiated, balanced, progressive, varied and stimulating curriculum in line with statutory and school requirements.
- 3.4 Assess, record and review pupils' achievement according to school policy and guidelines.
- 3.5 Attend parent/carer consultation sessions and report on individual pupil achievement and development.
- 3.6 Produce annual written reports for parents.
- 3.7 Ensure a well organised and structured learning environment with effective and stimulating displays and good access to resources, in line with the School's Learning Environment Policy.
- 3.8 Maintain good discipline of pupils in line with the schools Behaviour policy.
- 3.9 Keep abreast of trends and developments in education, especially those areas particularly relevant to the duties and responsibilities of the post.
- 3.10 Plan, supervise and appraise the work of support personnel assisting in the classroom.
- 3.11 Be aware and responsive to the medical, social, personal and specific learning needs of pupils and report to the Headteacher and others where there is cause for concern.
- 3.12 Use resources effectively and efficiently to promote pupil's learning.
- 3.13 Carry out supervision of pupils as detailed by the Headteacher.

#### **Generic Duties relevant to all members of staff**

##### **1.1 The Trust**

The ethos of the Trust is included within the strapline "Transforming Life Chances". All staff are expected to be committed to this aim in everything they do.

It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".

Your role will be based at New Horizons Children's Academy. However you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

## **1.2 Teaching and Learning**

This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

## **1.3 ICT**

It is expected that all teaching and support staff follow the ICT Vision of the Trust.

All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.

All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

## **1.4 Health and Safety**

Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

## **1.5 Safeguarding**

The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Child Protection Officer.

## 1.6 Data Protection

**The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.**

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust and the Executive Headteacher. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.