

**TEACHING STAFF
JOB DESCRIPTION**

ROLE TITLE	Classroom Teacher
LOCATION	Felixstowe Academy
GRADE / SCALE POINT – SALARY	MPR/UPR
REPORTING TO	Headteacher via Subject Leader

INTRODUCTION

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

All members of teaching staff are responsible personally and collectively for supporting students in becoming confident individuals, successful learners and responsible citizens, through:

- Modelling the core values of the school and wider Trust at all times;
- Nurturing pupils' passions and interests and stimulating their intellectual curiosity;
- Continuously raising pupils' aspirations and self-esteem;
- Contributing to the wider range of opportunities offered by and for the school community;
- Assuming responsibility (as required) for the learning progress of a specific group of individual pupils;
- Ensuring high outcomes for a cohort of pupils

All teachers are required to meet the national standards for teachers according to their role.

JOB PURPOSE

To actively pursue the agreed aims of the school and wider Trust, maintaining an outstanding educational ethos, care for the pupils and respect for colleagues whilst undertaking all duties in a professional manner. There is an expectation all staff colleagues will secure a good or better education for all pupils and the continuous improvement of teaching and learning in the school.

To implement and deliver an appropriate broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.

To monitor and support the overall progress and development of students as a Teacher in order to facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.

All teachers share in the corporate responsibility for the well-being and discipline of all students and be accountable for the achievement of the students they are teaching.

KEY TASKS & RESPONSIBILITIES

Strategic:

- Assist in the development of appropriate specifications, resources, schemes of work, marking policies and teaching strategies;

- Contribute to the whole Academy and Subject Development Plans and their implementation;
- Plan and prepare lessons to a high standard as set out in the Teaching and Learning Policy;
- Contribute to Academy-wide planning activities;
- Follow all Academy policies and procedures;
- Assist the Deputy Headteacher (School Development) and Subject Leader to ensure that the curriculum area provides a range of teaching which complements the Academy's strategic aims and objectives;
- Assist the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining an awarding bodies and the Academy's strategic direction;
- To be involved in departmental policy making and development and to participate in the development of appropriate specification materials and schemes of work.

Staff Development:

- Take part in the Academy's staff development programme by participating in arrangements for further training, professional development, observations and in assessing their impact on learning;
- Engage actively in the Performance Management process;
- Continue personal development in the relevant areas including subject knowledge, teaching methods and areas identified in Performance Management;
- Ensure the effective / efficient deployment of classroom support;
- Work as a team member and contribute positively to effective working relations within the Academy.

Quality Assurance:

- Help to implement Academy quality assurance procedures and to adhere to those;
- Contribute to the process of monitoring and evaluation of the curriculum area in line with agreed Academy policies and procedures, including evaluation against quality standards and performance criteria;
- Review from time to time methods of teaching and programmes of work under the direction of the Subject Leader;
- Take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the Academy.

Management of Data / Information:

- Maintain appropriate records and to provide relevant accurate and up-to-date information to SIMS, registers, etc. when required;
- Complete any relevant documentation to assist in the tracking of students;
- Track student progress and use information to inform teaching and learning.

Communication:

- Communicate effectively with the parents of students as appropriate;
- Where appropriate, communicate and co-operate appropriately with persons or bodies outside the Academy;
- Follow agreed policies for communications in the Academy;
- Take part in liaison activities such as Open Evening, Open Mornings, Parents Progress Evenings, liaison events with feeder schools, etc.;
- Contribute to the development of effective subject links with external agencies;
- Liaise with the relevant Assistant Headteacher (Pastoral Leader) to ensure the implementation of the Academy's pastoral system.

Resources:

- Contribute to the process of the ordering and allocation of equipment and materials when requested to do so by the Subject Leader;
- Assist the Subject Leader to identify resource needs and to contribute to the efficient / effective use of physical resources;
- Co-operate with other staff to ensure sharing and effective usage of resources to the benefit of the Academy, curriculum area and the students.

Teaching:

- Teach students according to their education needs through appropriate differentiation and personalisation, including the setting and marking of all class work and coursework carried out by students;
- Assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required;
- Provide, or contribute to oral and written assessments, reports and references relating to individual students and groups of students;
- Ensure that ICT, Literacy, Numeracy and Academy subject specialism(s) are reflected in the teaching / learning experience of students;
- Undertake a designated programme of teaching as outlined on the Academy timetable;
- Ensure a high-quality experience for students, which meets internal and external quality standards;
- Prepare and update subject materials
- Use a variety of delivery methods which will stimulate learning appropriate to student needs and the demands of the specifications taught;
- Maintain behaviour appropriate to learning in accordance with the Academy Behaviour Policy, and to encourage good practice with regard to punctuality, behaviour standards of work and homework in line with the Academy values;
- Undertake assessment of students as requested by external examination bodies, curriculum areas and Academy procedures;
- Mark, grade and give written / verbal and diagnostic feedback in line with the Academy's emphasis on Assessment for Learning;
- Encourage and be accountable for the highest possible achievement from all students in the classes allocated to you;
- Recognise and praise the achievement of students in classes assigned to you;
- Dress professionally and appropriately for teaching;
- Pay particular regard to the 'Basic Protocols' section of the Teaching and Learning Policy.

Personal Responsibilities:

- Play a full part in the life of the Academy, to support the vision, aims, objectives, values and ethos and to encourage staff and students to follow this example;
- Actively promote Academy policies and procedures;
- Be responsible for your own continued professional development;
- Comply with the Academy Health & Safety policy and undertake risk assessments as appropriate;
- Be courteous to colleagues, students, visitors and telephone callers and provide a welcoming environment;
- Undertake break duties as designated on the Academy Staff Duty Rota;
- Attend calendared meetings punctually.

SAFEGUARDING

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and

young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

GENERAL

1. Take active responsibility for personal continuous professional development;
2. Take ownership of individual performance management, keeping a continuing professional development portfolio;
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust;
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times;
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.

The list above is not exhaustive, and you may be required to undertake any other reasonable tasks and responsibilities which fall within the scope of the post as requested the Headteacher, a member of the Senior Leadership or Trust Executive Leadership Teams.

Unity Schools Partnership has developed a framework for supporting effective practice which will be used to support staff professional development and this job description is subject to change at the discretion of the trust.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS
Qualifications	<p>A good degree or its equivalent</p> <p>Qualified teacher status</p>	
Knowledge / Experience	<p>Have taught at all levels of ability range KS3 to KS4 with an opportunity to teach A-level in the required subject</p> <p>Have a detailed knowledge of National Curriculum requirements of their subject</p> <p>Able to plan lessons effectively, setting appropriate and demanding expectations for students' learning</p> <p>Able to mark and monitor students' class and homework, provide constructive oral and written feedback, set targets for students' progress and provide informative reports to parents</p>	<p>Experience within more than one school/academy</p> <p>Experience as a Form Tutor</p> <p>Skills to teach other subjects</p> <p>High level of ICT skills</p>
Personal Characteristics	<p>Displays energy, enthusiasm and commitment</p> <p>Is able to prioritise and work under pressure</p> <p>Communicates effectively with students, colleagues and parents</p> <p>Is able to establish good working relationships with colleagues</p> <p>Secures a good standard of student behaviour in the classroom by establishing appropriate rules and high expectations</p> <p>Ensure effective teaching of whole classes, groups and individuals so that teaching objectives are met, momentum and challenge are maintained</p> <p>Maintains own professional development</p>	<p>Is able to contribute to extra-curricular activities outside their own subject area</p>
Special Requirements	<p>Right to work in the UK</p> <p>Evidence of a commitment to promoting the welfare and safeguarding of children and young people</p> <p>Passion for Teaching and Learning</p>	

	<p>Ambition and drive to support the Academy on its journey through Good to Outstanding</p> <p>This post is subject to receipt of a Disclosure and Barring Service Certificate.</p>	
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