

Job Description

TITLE:	Teacher and Academic Tutor
GRADE:	Main Pay Scale
RESPONSIBLE TO:	Principal
PATTERN:	Full-time
PRIMARY PURPOSE:	To contribute to ensuring high standards of teaching, learning and behaviour.

MAIN DUTIES AND RESPONSIBILITIES

Planning, Teaching and Class Management

Teach allocated students by planning their teaching to achieve progression of learning through:

- identifying clear teaching objectives and specifying how they will be taught and assessed;
- setting tasks which challenge students and ensure high levels of interest;
- setting appropriate and demanding expectations;
- setting clear targets, building on prior attainment;
- identifying SEN or very able students;
- providing clear structures for lessons maintaining pace, motivation and challenge;
- making effective use of assessment and ensure coverage of programmes of study;
- ensuring effective teaching and best use of available time;
- maintaining discipline in accordance with Academy procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework;
- using a variety of teaching methods to:
 - i. match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
 - ii. use effective questioning, listen carefully to students, give attention to errors and misconceptions
 - iii. select appropriate learning resources and develop study skills through library, I.C.T. and other resources;
- ensuring students acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- ensuring the effective and efficient deployment of classroom support.

Monitoring, Assessment, Recording, Reporting

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- mark and monitor students' work and set targets for progress;
- assess and record students' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the student is achieving;
- undertake assessment of students as requested by examination bodies, departmental and Academy procedures;

- prepare and present informative reports to parents.

Curriculum Development

- Have lead responsibility for a subject or aspect of the Academy's work and develop plans which identify clear targets and success criteria for its development and/or maintenance;
- Contribute to the whole school's planning activities.

Pastoral Duties

- be a form tutor to an assigned group of students;
- promote the general progress and well-being of individual students and of the tutor group as a whole;
- liaise with the Pastoral Leader to ensure the implementation of the school's pastoral system;
- register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of Academy life;
- contribute to the preparation of Action Plans and progress files and other reports;
- alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved;
- communicate, as appropriate, with parents of students and persons or bodies outside the Academy concerned with the welfare of individual students, after consultation with appropriate staff;
- contribute to PSHCE and citizenship and enterprise according to school policy.

Other Professional Requirements

- have a working knowledge of teachers' professional duties and legal liabilities;
- operate at all times within the stated policies and practices of the Academy;
- know subject(s) or specialism(s) to enable effective teaching;
- establish effective working relationships and set a good example through their presentation and personal and professional conduct;
- endeavour to give every child the opportunity to reach their potential and meet high expectations;
- contribute positively and effectively to the Every Child Matters agenda;
- recognise the importance of safeguarding in education and follow the school Child Protection policy;
- co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the Academy, department and students;
- contribute to the corporate life of the Academy through effective participation in meetings and management systems necessary to co-ordinate the management of the school;
- take part in marketing and liaison activities such as Open Evenings, Parents' Evenings and events with partner schools;
- take responsibility for own professional development and duties in relation to school policies and practices;
- liaise effectively with parents and governors;
- work within the school's Health & Safety Policy.

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation. The requirements of the post may vary from time to time, without altering their essential nature.

**This Job Description also includes the Conditions of Employment
as set out in the Pay & Conditions of Service document**