



# Northumberland Church of England Academy Trust

## Duke's Secondary School

### JOB DESCRIPTION

**JOB TITLE** Secondary School Teacher

**GRADE** Main Professional Grade

**PURPOSE OF JOB:** To teach pupils within the school and to carry out such associated duties as are reasonably assigned by the Chief Executive Officer, including that of being a form tutor.

**RESPONSIBLE TO:** The post holder is responsible to the Chief Executive Officer in all matters. In addition, the post holder is responsible to the relevant Subject Leader in respect to teaching, timetabled activities and curriculum development. With regard to pastoral matters, the work of the form tutor the post holder reports to the Head of Year.

#### **EMPLOYMENT DUTIES:**

The job description is to be performed in accordance with the School Teachers' Pay and Conditions Document.

- To plan, teach, mark and assess work in accordance with academy and departmental policy, following work schemes and syllabus content as appropriate.
- To participate in the development of syllabi, teaching materials and work schemes, in line with academy and departmental policies.
- To set and mark homework regularly according to academy policy.
- To monitor and keep accurate records of individual learner progress.
- To liaise with support teachers, teaching assistants and other staff where appropriate.
- To undertake supervisory duties and cover of lessons as required according to school policy and conditions of employment.
- To provide reports to parents and other documentary evidence on learner progress as required.
- To control and oversee the use and storage of books, equipment and other materials provided for class use.
- To teach, according to their educational needs, learners assigned to the teacher in the allocated classes.

- To be responsible for the good order of learners in lessons, for the appearance of each classroom used, and for the whole school in general, in order to maintain a good ethos and working environment.
- To maintain discipline in accordance with the rules and disciplinary systems of the academy.
- To complete a class register every lesson in accordance with the academy's procedures.
- To be responsible for the accurate daily marking of the form Register and for seeing that all information kept in the Register is maintained up to date.
- To check all absences, accounting for them by notes and to monitor and follow up attendance matters quickly and persistently.
- To maintain the highest standard of uniform, good appearance and behaviour by the learners.
- To check and monitor the use of homework diaries every week.
- To foster good home/school relationships and to participate in consultations with parents, including parent consultation evenings.
- To supervise the movement of learners to and from assemblies. To attend assemblies where appropriate and to participate in providing assemblies as a teacher and/or a tutor group to the Year Group.
- To attend and contribute to Departmental and Year meetings, discussions and management systems necessary to co-ordinate the work of the Department and Year Group and to integrate this into the work of the academy as a whole.
- To provide equal opportunities within the academy and to seek to ensure the implementation of the academy's equal opportunity policy.
- To safeguard and promote the welfare of children.

This Job Description is not rigid or exclusive and may be adjusted at any time with the agreement of the Chief Executive Officer to meet the needs of the academy.