



Northumberland Church of England Academy Trust

JOB DESCRIPTION

JOB TITLE:	Teacher
SCHOOL:	Duke's Secondary School
GRADE:	Main Professional Grade
RESPONSIBLE TO:	Subject Leader

Northumberland Church of England Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Trust will provide an environment in which the personal attributes, strengths and academic excellence of staff will enable the creation of opportunities for all to develop their potential to the full; creating confident, independent, versatile and successful adults, equipped with the skills and values to meet the challenges of a changing society and to provide the best possible educational foundation for life.

It is essential that the post holder actively supports the vision and ethos of the Northumberland Church of England Academy.

PURPOSE OF JOB:

The purpose of this role is 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.

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 are 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 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 coordinate 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.

The person undertaking this role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. You may be required to carry out additional duties commensurate with the level of the role.

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• Assimilate information quickly and prepare helpful summaries • Communicate effectively in a wide variety of forms to a range of audiences • Use emotional intelligence to manage learners and situations effectively • Use of data to enable student progress • Use ICT effectively and with confidence • Manage students attitudes and behaviours • Excellent teaching • Excellent attendance and punctuality	✓ ✓ ✓ ✓ ✓ ✓ ✓	
Knowledge & Qualifications • A good Honours Degree • Qualified Teacher Status (or working towards) • Prepared themselves for the post through appropriate professional development	✓ ✓ ✓	✓
Physical, mental and emotional demands: • Commitment to helping provide a high quality service to children and families	✓	
Other: • Willingness to participate in training and development	✓	