

S Peter's Collegiate School

A Church of England Academy



JOB DESCRIPTION CLASSROOM TEACHER

NAME:	
POST TITLE:	Teacher
COMMENCEMENT OF SERVICE WITH ACADEMY:	
SALARY GRADE:	MPS
ALLOWANCE:	
LINE MANAGEMENT: Head of Department: Principal:	
TERMS AND CONDITIONS:	HR Officer
JOB DESCRIPTION AGREED:	March 2013

The appointment is made to the Academy rather than any individual area and duties may be required outside the usual day-to-day work. All personnel are expected to work flexibly as part of a team of Teaching and Associate Staff, commonly bound in the service of the needs of the Academy and the further development of S. Peter's as reasonably required under the direction of the Principal.

A secondary school teacher teaches one or more national curriculum subjects to pupils aged 11-16, or up to 19 in schools with sixth forms.

Teachers plan lessons in line with national objectives to ensure that students learn. They also encourage, monitor and record the progress of their pupils.

Teachers support, observe and record the progress of their class. They also plan lessons in line with national objectives with the aim of ensuring a healthy culture of learning.

Teachers must also keep up to date with developments in their subject area, new resources, methods and national objectives. Teachers liaise and network with other professionals, parents and carers both informally and formally.

Expectations include:

- Preparing and delivering lessons to a range of classes including putting up displays in the classroom.
- Marking work, giving appropriate feedback and maintaining records of pupils' progress and development.
- Researching new topic areas, maintaining up-to-date subject knowledge and then devising and writing new curriculum materials.
- Selecting and using a range of different learning resources and equipment, including podcasts and interactive whiteboards.
- Undertaking pastoral duties, such as taking on the role of form tutor and supporting students on an individual basis through academic or personal difficulties.
- Preparing students for qualifications and external examinations.

- Managing student behaviour in the classroom and on school premises and applying appropriate and effective measures in cases of misbehaviour. This will include recording incidents of misbehaviour and/or achievement point on the Sims system.
- Supervising and supporting the work of teaching assistants, trainee teachers and newly qualified teachers (NQTs) as appropriate.
- Participating in departmental meetings, parents' evenings and whole school training events.
- Undergoing regular lesson observations and participating in regular in-service training (INSET) as part of continuing professional development (CPD).
- Fully engage with the whole school strategic learning initiatives led by the Lead Practitioners which embraces literacy, assessment, accelerated learning and use of new technology.

Key Professional responsibilities:

Planning, preparation and assessment.	<ul style="list-style-type: none"> • Plan and prepare to deliver lessons based on the department schemes of work. • Prepare and carry out assessments according to Academy procedures and policies. • Record assessment results regularly on the appropriate database. • Analyse and appropriately use assessment information to improve student outcomes.
Participation and engagement of students.	<ul style="list-style-type: none"> • Promote and develop a collaborative, inclusive and supportive learning environment. • Set high expectations and promote self-reflection for improving the achievement of all students. • Utilise the Pose, Pause, Pounce, Bounce (Teaching and Learning Policy) questioning techniques to ensure a fully inclusive learning environment.
Effective student management.	<ul style="list-style-type: none"> • Maintain an accurate SIMS record of student attendance via lesson monitor, in a timely manner. • Establish and maintain a safe and positive environment conducive to learning, by setting high behavioural expectations, encouraging students to take responsibility for their own behaviour and consistently applying appropriate consequences. • Ensure that all learning activities are conducted in a safe manner, according to whole school polices and relevant Departmental Safety Procedures.
Management and care of resources.	<ul style="list-style-type: none"> • Take all reasonable care with and ensure student respect for furniture and displays within the classroom. • Take all reasonable care and responsibility for issuing and collecting basic equipment, i.e. rulers, calculators etc. • Ensure risk assessment/health and safety procedures are adhered to when using hazardous materials and equipment e.g. drills, laser cutter, chemicals etc. • Ensure compliance with the Academy ICT Care policy in all respects.
Professional relationships.	<ul style="list-style-type: none"> • Maintain effective working relationships with all colleagues within the classroom that promotes outstanding teaching and learning programmes. • Maintain effective working relationships with all Associate staff at all times.
Communication with stakeholders.	<ul style="list-style-type: none"> • Undertake professional dialogue with parents as appropriate regarding their child's progress. • Provide data to parents as required by the Academy's calendar, in particular providing one full written report comment per year for each student. • Provide clear verbal and written feedback to students to inform improvement in progress. • Communicate with other external bodies as appropriate.

Professional Development and Appraisal.	<ul style="list-style-type: none"> • Make a positive, professional contribution to improving teaching and learning standards and student outcomes. • Contributing to the professional development of others as required. • Contribute towards the Academy appraisal procedures by annually conducting a self-audit against teaching standards and identifying areas for improvement. • Embrace fully INSET opportunities provided by the Academy ensuring they impact on classroom practice. 		
Pastoral responsibilities.	<ul style="list-style-type: none"> • Participate and contribute to the effective pastoral care and management of students. • Contribute to the development and maintenance of the S. Peters Church of England ethos. • Carry out duties as Form Tutor as appropriate. 		
Wider school responsibilities.	<ul style="list-style-type: none"> • Become familiar with and follow Academy policies and procedures. • Become familiar with Staff Handbook as updated annually on staff shared area. • To be aware of safeguarding procedures and adhere to DBS (formerly CRB) requirements. • If appropriate participate and contribute to the extra-curricular programme. • Carry out supervision or other duties that help maintain a safe and orderly environment. 		
Behaviour and Christian Ethos			
<ul style="list-style-type: none"> ➤ Ensure that good behaviour is maintained across the Academy in line with the Academy's Behaviour Policy and Christian Ethos & Values. ➤ Ensure that the Academy's Christian Ethos and Values are supported, promoted and encouraged. ➤ Support all staff to achieve and maintain good behaviour and liaise with Guidance and Inclusion leaders as required. ➤ Promote the Academy's Christian Ethos and Values in which the highest achievements are expected from all members of the Academy community. 			
Professional Development			
<ul style="list-style-type: none"> ❖ The Academy will offer appropriate support and professional development to the Teacher in order that their duties can be fulfilled. ❖ The Academy will offer appropriate professional development that would develop the Teacher in preparation for their chosen career development 			
<u>Amendment of Job Description</u>			
<p>The particular duties/responsibilities listed overleaf may be reviewed from time to time at the request of the Principal or post holder as circumstances make necessary. They may be amended only after reasonable consultation and the approval of the Governing Body. In the exceptional situation of mutual agreement not being achieved, the individual teacher or Principal will have access to an ad hoc Appeal Panel.</p> <p>This general Job Description is not comprehensive and the post holder will be required to undertake such other tasks appropriate to the level of appointment as the Principal may reasonably require.</p>			
Signed (Principal)		Date	
Signed (staff)		Date	