

JOB DESCRIPTION



Place of Work: Long Field Academy

Job Title: Teacher

Pay Scale: MPS/UPS depending on experience

Hours/Weeks: 195 days per year.
This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder must use Directed Time in accordance with the academy's published Time Budget policy and have regard to clause 36.1 of the current Teacher's Pay and Conditions document.

Responsible To: Curriculum Director

**Key Relationships/
Liaison with:** Curriculum Director, SLT link, teaching staff within department

Job Purpose:
SEPT 2015

- To support the ethos of the Academy.
- To raise standards of student progress.
- To use student progress data to inform curriculum planning, interventions and teaching & learning priorities.
- To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the subject area, in accordance with the aims of the Academy and the curricular policies determined by the Governing Body and Principal of the Academy.
- To develop and enhance the teaching practice of others through collegiate and developmental working relationships.

MAIN DUTIES AND RESPONSIBILITIES:

To meet all requirements as appropriate of the Teachers' Standards in addition to the specific duties and responsibilities outlined below based on experience and skills:

<p>Teaching:</p>	<ul style="list-style-type: none"> • To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher. • To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum area and subject area. • To contribute to the curriculum area and subject area's Improvement Plan and its implementation. • To attend all appropriate meetings. • To plan and prepare courses and lessons. • To contribute to the whole Academy's planning activities. • To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in the Academy and elsewhere. • To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required. • To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students. • To ensure that ICT, Literacy and Numeracy are reflected in the teaching/learning experience of students where appropriate. • To undertake a designated programme of teaching. • To ensure a high quality learning experience for students which meets internal and external quality standards. • To prepare and update subject materials. • To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus. • To maintain discipline in accordance with the Academy's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework. • To undertake assessment of students as requested by external examination bodies, subject area and Academy procedures. • To mark, grade and give written/verbal and diagnostic feedback as outlined in the Academy Marking, Feedback, Assessment and Reporting Policy.
<p>Quality Assurance:</p>	<ul style="list-style-type: none"> • To help ensure the effective operation of quality control systems. • To be involved in the process of setting targets within the subject area and to work towards their achievement. • To help establish common standards of practice within the subject area and develop the effectiveness of teaching and learning styles in all subject areas within the subject area. • To contribute to the Academy's procedures for lesson observations and feedback. • To implement Academy quality procedures and to ensure adherence to those within the subject area. • To help monitor and evaluate the subject area in line with agreed Academy procedures including evaluation against quality standards and performance criteria. • To seek/implement modification and improvement where required. • To ensure that the subject area's quality procedures meet the requirements of Self Evaluation and the Strategic Plan.
<p>Pastoral System</p>	<ul style="list-style-type: none"> • To be a House Tutor to an assigned group of students. House Tutors should track and monitor student behaviour and uniform, attendance and punctuality and consequently work with Heads of House to plan

	<p>and deliver interventions where a cause for concern is flagged. House Tutors should also plan activities that enable students to develop life-long learning schools in a positive and mature manner.</p> <ul style="list-style-type: none"> • To promote the general progress and well-being of individual students and of the House Tutor group as a whole. • To promote the development of positive role models by utilising KS4 students to mentor and set good examples to KS3 students. • To utilise the Workbook as a means of communicating with parents, monitoring the progress of the students, and developing students organisational and planning skills. • To engage fully in House activities and encourage students to play an active role in all aspects of the House system. • To liaise with the Head of House regarding the implementation of the Academy's Pastoral System. • To register students, accompany them to assemblies, encourage their full attendance at all lessons and in their participation in other aspects of Academy life. • To evaluate and monitor the progress of students and keep up-to-date student records as may be required. • To contribute to the preparation of Action Plans and progress files and other reports. • To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved. • To communicate as appropriate, with the parents of students and with persons or bodies outside the Academy concerned with the welfare of individual students, after consultation with the appropriate staff. • To apply the Behaviour Management systems so that effective learning can take place. • To monitor student attendance together with students' progress and performance in relation to targets set for each individual; and that appropriate action is taken where necessary. • To contribute to and implement the Academy policy on rewards and support and taking responsibility for student behaviour.
<p>Management Information</p>	<ul style="list-style-type: none"> • To maintain appropriate records and provide relevant accurate and up-to-date information for MIS registers etc. • To make use of analysis and evaluate performance data provided to inform teaching and learning. • To assist in producing reports within the quality assurance cycle for the subject area. • To produce reports on examination performance for the relevant course including the use of value-added data. • To assist in managing the subject area's collection of data.
<p>Communications:</p>	<ul style="list-style-type: none"> • To ensure effective communication/consultation as appropriate with the parents of students. • Where appropriate, to communicate and co-operate with persons or bodies outside the Academy. • To follow agreed policies for communications in the Academy.
<p>Marketing and Liaison:</p>	<ul style="list-style-type: none"> • To take part in marketing and liaison activities such as Open Evenings' Parents' Evenings and liaison events with partner schools. • To contribute to the development of effective subject links with external agencies.

SPECIAL FACTORS:

Subject to the duration of the need, the special conditions given below apply:

- (a) The nature of the work may involve the postholder carrying out work outside of normal working hours.
- (b) The postholder will be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training and development needs and the needs of the service.
- (c) Expenses will be paid in accordance with the Local Conditions of Service.
- (d) This post is subject to a check being carried out at an Enhanced level by the Disclosure and Barring Service regarding any previous criminal record.
- (e) It is expected that all holidays and appointments etc will be scheduled outside of working hours or during school holiday periods in order to meet the needs and functionality of the academy and to prevent unnecessary pressure on colleagues and other members of staff.

Expectations and Values:

Long Field Academy is committed to continuous learning and all staff are expected to engage routinely in continual professional learning and development. In common with all who work in the Academy, the postholder will also be expected to:

- Act as an ambassador for the Academy by supporting our values and expectations of students and learning;
- Be a presence and role model for students and staff and to fully comply with the Academy dress code;
- Follow all Academy policies, procedures and guidelines;
- Contribute to the Academy development and, as appropriate, processes of team planning and review;
- Participate in the Academy Performance Management Scheme.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot justify a reconsideration of the grading of the post, unless the level of responsibility increases.

Whilst the main place of work is Long Field Academy, Ambleside Way, the postholder may be directed to work at any other site, within reasonable travelling distance, as directed by the employer, should the need arise. All staff are expected to work flexibly as part of a team of Support Staff, commonly bound in the service of the needs and the further development of the students as reasonably required, under the direction of their line manager and the Principal.

All employees of Long Field Educational Trust share responsibility for the welfare of students in our care and for child protection.

Signed (employee).....

Print Name:

Date.....

Signed (employer).....

Print Name:

Date.....

PERSON SPECIFICATION

Place of Work: Long Field Academy

Job Title: Teacher

Pay scale: MPR/UPS depending on experience

	Essential	Desirable	How assessed
<u>Qualifications</u>			
Graduate with a good degree in relevant subject area(s).	✓		App
DFE recognised QTS qualification	✓		App
Successful NQT year	✓		App
<u>Experience</u>			
Experience leading, implementing and measuring impact of departmental strategies.	✓		Let
Experience teaching Key Stage 3	✓		Let
Experience teaching Key Stage 4	✓		Let
<u>Knowledge</u>			
Thorough knowledge of subject area	✓		Int
Understanding of the requirements of the 2014 National Curriculum	✓		Int
Thorough understanding of current and future school accountability framework.		✓	Int
<u>Skills/Attributes</u>			
To be an advocate for young people of all ages and backgrounds.	✓		Int and Lett
To lead by example to both students and staff, demonstrating a professional attitude to work at all times.	✓		Int and Lett
To demonstrate a meticulous approach to monitoring standards in own classes and across KS3 in the relevant subject(s).	✓		Int and Lett
Ambitious, self motivated and reflective practitioner.	✓		Int and Lett
Dedicated professional, passionate about education and committed to providing the best opportunities for all young people.	✓		Int and Lett
Capable of leading and working collaboratively with colleagues within department and across the Academy.	✓		Int and Lett
<u>General Circumstances</u>			
An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations	✓		App/Int
<u>Factors not already covered</u>			
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995	✓		Med

App = Application Form

Test = Test

Doc = Documentary Evidence (E.g., Certificates)

Int = Interview

Pre = Presentation

Med = Medical Questionnaire