

Job Description

Job Title:	Teacher
Location:	Maltings Academy
Hours of work:	Full Time
Reports to:	Head of Subject

Purpose of the Role:

To carry out the professional duties of a teacher in accordance with academy policies and under the direction of the Head of Academy, providing high quality teaching and pastoral care and delivering high standards of learning and achievement for all students.

Responsibilities

Curriculum / Teaching

- To prepare, teach and evaluate lessons in accordance with statutory requirements, aims and objectives, academy policies and departmental schemes of work.
- To use a range of teaching and learning strategies and resources so that individual students have access to the curriculum.
- To contribute to the teaching of cross curricular themes, skills and dimensions.
- To set cover work when on leave of absence.
- To take reasonable care of departmental resources and to account for any equipment used.

Students

- To support the academy policy on behaviour, discipline and student welfare in the classroom. To communicate problems of a pastoral nature to the form tutor in the first instance.
- To ensure that students use equipment safely.
- To display students' work and maintain a tidy, safe and stimulating working environment.
- To liaise with the SENDCO and the form tutor over students with special educational needs and to modify teaching accordingly.
- To ensure that targets outlined in a student's Personal Education Plan are pursued.
- To liaise with and clarify the role of any support teacher allocated to the class.
- To promote the use of the library.
- To keep a record of student attendance at, and punctuality to, lessons and report any notable observations to the form tutor.
- To ensure that homework is set and recorded on google classrooms..
- To set and maintain high standards of student work in the classroom
- To undertake duties before academy, at break, on a rota basis.

Assessment

- To assess students' work in accordance with statutory requirements, and academy and department policies. To maintain a record of students' attainments. To use assessments to diagnose individual strengths and weaknesses and to plan subsequent teaching accordingly.
- To write reports on students and attend meetings with parents.
- To assist the Head of Subject in setting and marking internal examinations.
- To ensure that external examination requirements are satisfied.
- To recommend individual students for particular examination courses.

Form Tutor

The main responsibilities of the Form Tutor are to:

- To offer care and support to students in all aspects of their academy life and in preparation for their adult life.
- To develop an understanding and knowledge of each student as an individual
- To enable students to play an active role in all aspects of the tutorial and PSHE programme.
- To undertake administrative-related tasks.

The main responsibilities are to be fulfilled by:

- Completing attendance registers in tutorials
- Recording and monitoring punctuality records, referring persistent lateness to Heads of Year
- Attending assemblies with tutor groups
- Assisting with the teaching and evaluation of the academy's tutorial and RSE programmes
- Checking uniform and jewellery and referring up any problems
- Preparing Form Representatives for representatives' meetings and supervising feedback
- Keeping records of student progress, achievements and responsibilities
- Attending pastoral meetings
- Updating form notice boards and ensuring that the form room is left neat and tidy
- Being available to discuss students' concerns with them.
- Referring up all pertinent information, particularly when required for reports or references
- Encouraging students to participate in extracurricular activities.
- Encouraging students to improve the quality of their work.
- The progress and development of every pupil in their class, including those with SEND.
- Adapting teaching and curriculum for pupils with SEND and incorporating guidance provided by the SENDCo and external professionals.
- Working closely with any additional adults to assess, plan, do and review support and interventions for each pupil with SEND in their class
- Working with the SENDCO to review each pupil's progress and development and decide on any changes to provision.
- Setting high academic and behavioural expectations for all pupils, including SEND pupils and supporting their achievement.
- Identify pupils with SEND in their class.
- Engage in on-going SEND CPD offer.

Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment/ Teachers' Pay and Conditions.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

Academies Enterprise Trust and all of our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is inline with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.

Equality, Equity, Diversity and Inclusion



At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.



Person Specification

Job Title: Teacher

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> • Be degree level educated (subject specialist required) • Hold an appropriate teaching qualification 	
Knowledge/Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> • Have a secure knowledge and understanding of the subject(s) they are trained to teach • Experience of teaching up to KS3 and KS4 • To have had successful teaching experience across the age range and ability • Experience of working effectively as part of a team 	
Skills	Line management responsibilities (No.)	<ul style="list-style-type: none"> • N/A 	
	Forward and strategic planning	<ul style="list-style-type: none"> • Have knowledge of National Curriculum requirements at KS3 & KS4, and of writing lesson plans, developing resources, developing & updating schemes of work & assessing students' work 	



	Abilities	<ul style="list-style-type: none">● Be an excellent classroom practitioner● Be able to evidence how they have raised attainment and challenged high achieving students to obtain the best grades● Excellent interpersonal, planning and organisation skills● Be able to lead and manage your own work effectively● Have excellent time management skills● Excellent IT Skills● Ability to work effectively as part of a team	
Personal Characteristics	Behaviours	<ul style="list-style-type: none">● Be committed to the pursuit of high standards, both academic and behavioural● Possess excellent behaviour management skills● Reflective practitioner, open to feedback and training to establish outstanding classroom practice● A commitment to and understanding of professionalism in	



		<p>line with the National Teaching Standards</p> <ul style="list-style-type: none">● Be committed to being an excellent team player● Be able to communicate effectively both orally and in writing to a variety of audiences	
	Values	<ul style="list-style-type: none">● Ability to demonstrate, understand and apply our values<ul style="list-style-type: none">○ Be unusually brave○ Discover what's possible○ Push the limits○ Be big hearted	
Special Requirements		<ul style="list-style-type: none">● Successful candidate will be subject to an enhanced Disclosure and Barring Service Check● Right to work in the UK● Show a commitment to promoting the welfare and safeguarding of children and young people● Show a commitment to providing a fair, equitable and mutually supportive learning and working environment for our children & young people and staff	