

Name:

## JOB DESCRIPTION

**POST:** Teacher (0.4-0.6 FTE. Fixed Term January to July 2021)

**PAY SCALE:** Teacher's Pay Scale

**ACCOUNTABLE TO:** Curriculum Area Leader. All staff work under the direction of the Principal and Vice & Assistant Principals with delegated authority.

**KEY RELATIONSHIPS:** Liaising with all members of the Senior Leadership Team, Curriculum Leader, all curriculum area teachers, relevant support staff, parents/carers and LA & Trust representatives where necessary.

**APPRAISAL AND PAY:** The post holder will be subject to the Academy's annual performance appraisal process.

### PURPOSE:

To carry out effectively the duties of a teacher as set out in the current School teachers' Pay and Conditions document and in this Teacher's Job Description and to meet the standards expected of a qualified teacher.

It is the responsibility of all teachers to contribute to creative and expansive schemes of work and deliver high quality teaching and learning opportunities to students of all abilities, thereby improving student outcomes in all key stages in the vitally important subject.

### TEACHING RESPONSIBILITIES:

Within subject areas or classes in which you teach, you are required to meet the professional standards for teachers. In particular you are required :

- i) to teach to groups of students from all abilities across years 7 – 11
- ii) to teach classes as designated within an agreed framework of syllabus, styles and procedures
- iii) to prepare and deliver lessons according to agreed schemes of work with clear aims and objectives and keep accurate records of work and independent learning set
- iv) to ensure that teaching and learning is appropriately differentiated, challenging, varied and appropriately paced
- v) to correct pupils' work promptly, thoroughly, carefully and in positive way according to agreed procedures and policy
- vi) to engage pupils in the assessment process by regular feedback to individual pupils indicating the ways in which improvements and progress can be made, according to agreed time schedules
- vii) to set appropriate learning targets for students which are based on current data and which are both shared with and understood by the students and used in continuous assessment

#### All Saints Church of England Academy

Sian Thomas, BEd (Hons), CEO - AAT

Jon Webb, BA (Hons), Director of Secondary Education

John Cornish, BA (Hons), Principal

[www.allsaints-academy.co.uk](http://www.allsaints-academy.co.uk)

E [office@allsaints-academy.co.uk](mailto:office@allsaints-academy.co.uk)

T 01305 783391

Sunnyside Road. Weymouth. Dorset. DT4 9BJ

~ Page 2 of 4 ~

- viii) to set appropriate tasks and challenges for homework according to the published timetable, and ensure that it is regularly marked according to the department marking policy
- ix) to keep accurate and adequate records of pupils' progress and completing reports to parents within agreed time scales and according to Faculty and school policies
- x) to keep the teaching bases, facilities, resources and equipment securely and in good order, promoting an atmosphere conducive to learning
- xi) to ensure there is a high standard of display work in the classroom, meeting prescribed requirements across the Academy
- xii) to ensure that classes are managed in such a manner as to enable learning for all to take place and that the Behaviour for Learning Policy and Procedure is consistently applied
- xiii) to work with colleagues in the Department to formulate plans which have coherence and relevance to the needs of the individual students and in collaboration with the Inclusion staff in planning and delivering appropriately work to students with SEND
- xiv) to include digital learning within planned teaching and learning strategies as much as possible
- xv) to foster close, supportive and collaborative links with colleagues within the subject area and Department and/or within the learning stage and with those engaged in extra-curricular and cross-curricular activities
- xvi) to direct the work and allocate tasks to technicians/subject support staff working with your class or students in accordance with the agreed department or learning stage schedules and schemes of work
- xvii) to attend scheduled meetings in the department and Academy
- xviii) to ensure that all work in the Department reflects the distinctive ethos of the Academy
- xix) to keep well up to date with safety issues relevant to the subject/department area
- xx) To participate in events such as trips and primary liaisons

#### WHOLE SCHOOL RESPONSIBILITIES:

- i) to be an efficient and effective form tutor under the guidance and direction of the Head
- ii) to be an efficient and effective member of a duty team, supervising session break non-teaching times according to rota
- iii) to cover the classes of absent colleagues in a professional and effective manner, on an equitable basis

#### All Saints Church of England Academy

Sian Thomas, BEd (Hons), CEO - AAT

Jon Webb, BA (Hons), Director of Secondary Education

John Cornish, BA (Hons), Principal

[www.allsaints-academy.co.uk](http://www.allsaints-academy.co.uk)

E [office@allsaints-academy.co.uk](mailto:office@allsaints-academy.co.uk)

T 01305 783391

Sunnyside Road, Weymouth, Dorset. DT4 9BJ

- iv) to deliver aspects of the PSHE programme during Tutor time, under the guidance of the PSHE Co-ordinator, according to the scheme of work and guidance provided
- v) to participate in collective worship and assemblies
- vi) to contribute to and participate effectively in the cross-curricular learning programme including off-timetable days and weeks each term
- vii) to promote and foster equal opportunities in practice in all aspects of school life
- viii) to uphold school regulations and discipline and to support and foster a caring and positive ethos
- ix) to maintain an awareness of any actual or potential risks to the safety security and welfare of the students and to ensure compliance with the safeguarding procedures and Health and Safety policy and practice.
- x) to attend staff and parents' meetings according to the agreed schedule, as the Head may reasonably require
- xi) to participate in the performance appraisal process according to policy guidelines and procedures, maintaining confidentiality and discretion as appropriate
- xii) to attend on INSET days, notified in advance through the annual academic year calendar or at short notice in the case of emergency.
- xiii) to undertake other related and relevant tasks as required from time to time in the course of the academic year, at the request of the Head, as part of a reasonable work schedule.

**GENERAL:**

- i) to consistently promote the ethos and values of the Church of England's Vision for education that students should experience "life to the full."
- ii) to promote the core principles of Wisdom, Hope, Community and Dignity in all aspects of students' work.
- iii) To support our culture that states High Expectations lead to High Achievers
- iv) to comply with, promote and act in accordance with all policies.
- v) to support and mentor other members of the team and maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- vi) to keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- vii) to comply with data protection legislation and expectations for confidentiality.
- viii) to develop your effectiveness in a support role through up-dating your knowledge and skills and seeking and taking account of constructive feedback on your performance and make effective use of the development opportunities available to you
- ix) To promote and safeguard the welfare of students in your care or that you come into contact with in accordance with the whole school Safeguarding and Child Protection Policy
- x) Any other duties commensurate with this post as directed by the Principal

**CAREER AND PROFESSIONAL EXPERTISE DEVELOPMENT:**

- To pursue personal and professional development opportunities to meet the changing demands of the role.
- To engage in cross-Academy events and strategies in order to foster greater awareness of whole school strategic planning.
- To take part in relevant Leadership Development programmes where possible in order to develop expertise and plan for future promotion.

**ACCOUNTABILITY:**

- To improve student progress in the curriculum area.
- To meet on a regular basis with the curriculum area lead discussing attainment and progress.
- To be responsible for ensuring students meet their given targets.

**Additional Information**

It is our practice to vary the specific responsibilities in line with the needs of the establishment. This will be carried out in consultation with the postholder.

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review (in consultation with the postholder) to reflect the changing needs of the School.

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Headteacher or his/her representative.

This job needs to be considered in the context of a changing and evolving School, including the approved new sponsor Ambitions Academies Trust and therefore the duties detailed here will need to be adjusted to meet the needs of a changing organisation.

**NOTE:**

This job description will be reviewed at least once a year and may be subject to modification or amendment after consultation with the post holder.

Signed: ..... Date: .....  
Post holder

Signed: ..... Date: .....  
Leader of Establishment

*One copy to be retained by member of staff and one kept on file.*

**THIS POST IS EXEMPT FROM THE REHABILITATION OF OFFENDERS ACT 1974**

ALL SAINTS SCHOOL AND AMBITIONS ACADEMIES TRUST ARE COMMITTED TO PROVIDING A SAFE, SUPPORTIVE AND STIMULATING ENVIRONMENT FOR ALL ITS PUPILS FOLLOWING SAFEGUARDING CHILDREN 2004 GUIDELINES