



GENERIC JOB DESCRIPTION – TEACHING STAFF

Staff are expected to support and contribute to the school ethos.

To ensure every single student receives the best possible teaching and best possible learning so as to:

- motivate our students to have high aspirations and achieve their full potential
- prepare them as fully as possible to aim for a positive lifestyle beyond school
- help them grow into mature and responsible adults
- raise their awareness of the needs, rights and responsibilities of all members of our community

You will be required to fulfil professional and particular duties as required by the Conditions of Employment of Teachers as specified in the current Pay and Conditions Document.

Current practices and procedures at Staindrop Academy require you to carry out the following functions in your capacity as a classroom teacher. The standards indicate the school's expectations and the document will be used as the basis for lesson observation, support, self-evaluation, appraisal and monitoring. If you hold other responsibilities, a separate job description will be issued for these.

Function

Standard

Preparation of Lessons	<p>In accordance with Schemes of Work and methodology</p> <ul style="list-style-type: none">- Clearly identified Learning Objectives- Give consideration to:<ul style="list-style-type: none">• a variety of approaches• progression between lessons• progression within the lesson• pace- Ensure appropriate resources are available- Note the circumstances of students on special needs register and those who have medical conditions
Classroom Management	<ul style="list-style-type: none">- Ensure the classroom is a safe working environment- Ensure the room is tidy with books and resources properly stored when not in use- Sit students in accordance to your seating plan to suit activities (classcharts)- Be prepared to begin and end the lesson on time- Reinforce school rules and standards (e.g. coats, trainers, punctuality)- Expect students to raise their hands and wait to be invited to contribute- Use praise extensively and openly- Award achievement points regularly and keep a record- Refer exceptional praise and concerns on official forms within 1 working day- Achieve good standards to discipline consistent with expectations for the students concerned- Carry out own sanctions to limit of your authority- Using a range of strategies to promote good behaviour and to manage in appropriate behaviour within school policies.
Presentation of Lessons	<ul style="list-style-type: none">- Learning objectives must be explained to class- Have high expectation of the students- Fulfil the requirements of students with IEP's- Include a taught element of 10-20 minutes in most lessons- Organise tasks and activities appropriate to all students- Use a range of resources to stimulate learning- Set deadlines within the lesson which ensure pace and

	<p>challenge</p> <ul style="list-style-type: none"> - Ensure all students have opportunity at some time to develop their Skills in Group Work, Oral work and Investigative Learning - Ensure delivery of the ICT component of the Schemes of Work - Regularly check students' understanding by questioning - Evaluate learning towards the end of each lesson - Set appropriate HW and give students opportunity to record it and ask questions - Provide appropriate work for students upon request by Progress Leader/Tutor immediately if isolated or educated offsite - Understanding of your responsibilities under the SEN Code of Practice
Marking	<ul style="list-style-type: none"> - Assess oral and/or practical work in lessons where relevant - Mark routine written work within 2 weeks using current procedure. Include a quality grade at least and level and position grade where appropriate - Mark HW in line with fortnightly Academy policy - Set half termly tests and mark within a week - Set annual exam and mark within 10 working days - Pass test and exam marks to SL immediately after marking and enter on data system
Record Keeping	<ul style="list-style-type: none"> - Responsible for the day-to-day administration in the form - For each class, record: <ul style="list-style-type: none"> • attendance or absence at each lesson • achievements awarded on Class Charts • referrals including codes for missed HW on Class Charts • detentions on Class Charts • marks for written work oral/practical work • exam and test grades and, at KS3, levels for tests and exams - Mark records available for next teacher - Promote good behaviour and positive attitudes at all times
Monitoring and Assessment	<ul style="list-style-type: none"> - Note, for each student at the beginning of the year, current achievement and end of year expected grade/level (as notified by SL) - Notify YL/SLT link of under/over achieving students every half term - Set realistic learning objectives and help students achieve them - Provide information required for special purposes within 3 days - Be prepared to give an explanation to your SL for any student who does not achieve their expected grade - Understanding the role of other professionals in maximising students learning
Reporting to Parents	<ul style="list-style-type: none"> - Complete the School Report by published deadlines annually - Meet parents for up to 5 minute interviews (11-16) for 2½ hours on each consultation evening - Provide levels, grades or comments by agreed deadline, requested x 5 times per year
Communication	<ul style="list-style-type: none"> - Read weekly notices and daily notices (posted in staffroom) - Attend weekly collaboration meetings according to the School Calendar - Attend Full staff meetings according to the School Calendar

	<ul style="list-style-type: none"> - Attend additional meetings as required within 1265 hours directed time limit - Respond within given timeline to request for views or information - Attend Form Tutors meeting
Professional Development	<ul style="list-style-type: none"> - Take responsibility for personal development - Participate in the school's approved appraisal arrangements - Participate in 5 whole school training days or the equivalent of these - Participate in approved training activities arising from national, school or department initiatives which fall within 1265 hours directed time - Participate in training which arises from appraisal (within 1265 hours) - To undertake any other duties as specified by STPCD not mentioned in the above as directed by the Headteacher
Duties and Attendance	<ul style="list-style-type: none"> - Fulfil before school, breaktime and after school duties according to published rotas (within 1265 hours) - If unfit for work, notify your absence to J Baker before 7.30am and provide appropriate work for your classes - Promote the school's ethos and support the school's policies in student leadership and management - Support and encourage colleagues at all levels within the school - Uphold and observe the Professional Code for Teachers and meet the National Standards for Qualified Teachers - Contribute to and implement the annual school improvement plan – POAP and agreed policies - Teach as directed throughout the school, subject to appropriate trainings - Inspect, monitor and improve progress in student learning - Contribute to the personal and social development in student learning - Participate in the pastoral management and delivery of the school's PSHCE programme as requested - Take part in quality assurance and performance management procedures outlined in agreed school policy - Support form, year and school activities as appropriate
General Expectations	<p>Staff will</p> <ul style="list-style-type: none"> - Contribute effectively to the work of the school and to the achievement of the 'School Improvement Priorities' - Play a full part in the life of the school community, to support our distinctive aims and ethos, to encourage staff and students to follow this example - Follow school policy regarding care, support and supervision of students - Attend training and development activities and courses, ensuring continuing, personal and professional development - Contribute to a welcoming school culture by promoting mutual respect for all - Comply with any reasonable request from a leader to undertake work of a similar level that is not specified in this job description - Work as a team member - Act as a role model to students in speech, dress, behaviour and attitude - Have common duties in the areas of: Quality Assurance, Communication, Professional Practice, Health & Safety, General Management (where applicable), Financial Management (where applicable), Appraisal, Equality &

	Diversity, Confidentiality and Induction.
Duties and Responsibilities of all Teaching Staff	<p>Teacher 22 hours (Estimate) [19 hours NQT] (see Professional Duties School Teachers' Pay and Conditions Document 2016 and Staff Handbook)</p> <p>All teaching staff will:</p> <ul style="list-style-type: none"> - Work within the National Conditions for Employment of School Teachers (STPCD) - Uphold and observe the Professional Code for Teachers and meet the National Standards for Qualified Teachers - Support and encourage colleagues at all levels within the school - Promote the school's stated ethos and support the school's policies in student leadership and management - Contribute to and implement the annual School Improvement Plan - POAP and agreed policies - Teach as directed throughout the school, subject to appropriate training - Expect, monitor and improve progress in student learning - Contribute to the personal and social development of all students - Participate in the pastoral management and delivery of the schools PSHCE programme as requested - Take part in quality assurance and performance management procedures outlined in an agreed school policy - Take responsibility for personal development.
Responsibilities for all Subject Teachers	<p>All subject staff will:</p> <ul style="list-style-type: none"> - Take full responsibility for ensuring a scheme of work is delivered to students in allocated classes - Plan lessons using a range of strategies to meet student's individual learning needs understood from attainment and supporting data - Have a thorough knowledge and understanding of their subject, its teaching and place in the National Curriculum and that of the school - Use the models set out in School Policies for delivery of lessons - Set homework according to school and department policies - Mark, assess record and report on student's achievements, setting appropriate targets - Keep to deadlines for reporting, marking, submission of coursework and assignments - Prepare students for examinations when required, taking part in standardising and moderating activities required by departments and examination boards - Contribute to the development of schemes of work, school and department policies as appropriate - Attend and contribute to appropriate meetings and professional development activities - Take an active part in the school's self-evaluation process, including the completion of appropriate documentation, and contribute to this process within the subject area - Undertake whatever other duties might reasonably be requested by the Head teacher or Subject Leader.
Responsibilities of all Form Tutors	<p>All Form Tutors:</p> <ul style="list-style-type: none"> - Are responsible for day-to-day administration in the form (year) group - Review and discuss student's work and welfare, setting targets as necessary (Academic Mentoring Week) - Meet with parents/carers including school calendared meetings

	<ul style="list-style-type: none"> - Promote good behaviour and positive attitudes at all time - Support form, year and school activities as appropriate - Deliver an appropriate programme of form group activities, including the agreed PSHCE programme - Review Class Charts weekly.
Responsibility of Post Threshold Teachers	<p>Teachers who have passed the Threshold should ensure that they continue to meet Threshold Standards and should demonstrate that they make an active contribution to the policies and aspirations of the school.</p> <p>Specifically:</p> <ul style="list-style-type: none"> - They provide a role model for teaching & learning; - Make a distinctive contribution to the raising of student standards; - Contribute effectively to the work of the wider team; - Take advantage of appropriate opportunities for professional development, using - Outcomes effectively to improve students' learning. <p>There is a clear expectation that Post-Threshold Teachers will take a lead role in the development of other teaching staff and will welcome Student and Newly Qualified Teachers and visitors, by prior arrangement, into the learning environment</p>
Responsibilities of TLR	<p>TLR (Teaching and Learning Responsibility) post holders will:</p> <p>Teaching and Learning</p> <ul style="list-style-type: none"> - Act as a role model and lead professional for members of the team - Manage and conduct appropriate monitoring and evaluation procedures, including lesson observations, to ensure high standards of teaching and learning - Maintain a positive climate for learning based on high expectations of students and their potential - Take appropriate steps to support staff in developing their teaching practice including the organisation and delivery of appropriate training, advice and coaching activities - Use and apply data effectively to ensure student progress is monitored against targets and prompt action is taken to address any concerns - Ensure that marking and assessment procedures are followed consistently by all members of the team, in line with school and department policy, including the application of Assessment for Learning processes and techniques - Plan and review schemes of work which incorporate all statutory requirements and which demonstrate the use of appropriate and varied teaching and learning strategies - Ensure that the needs of all students are known and met effectively, including students with learning and behavioural needs - Use appropriate strategies and support mechanisms to meet the needs of the students - Develop opportunities for enhancing the curriculum experience for students including the provision of booster classes and other extension activities - Monitor and review the range of curriculum options and opportunities offered to students and advise on and manage the introduction of new provision where appropriate - Produce annual SEF and DIP in line with school priorities
Responsibilities of the Performance Manager	<ul style="list-style-type: none"> - Take responsibility as Team Leader for an agreed number of staff

	<ul style="list-style-type: none"> - Meet regularly with staff to monitor progress towards objectives - Carry out lesson observations as required as part of the monitoring arrangements - Conduct an annual review of performance against agreed objectives and provide written reports to the Head Teacher on progress.
Contribution to School Development	<ul style="list-style-type: none"> - Contribute to the development of school policy through participation in appropriate meeting groups, committees and working parties - Liaise as appropriate with external agencies - Support the school ethos and policies in relation to students, parents, the local community and other external groups; - Provide reports as appropriate for Governors on activities and progress within the area of responsibility.
Personnel	<ul style="list-style-type: none"> - Participate in and advise on the appointment and selection of staff - Provide support, guidance and leadership to all members of the team - Clearly articulate and promote a shared understanding of and commitment to the vision for the school and its development at both team and whole school level - Delegate tasks appropriately within the team - Chair team meetings - Mentor and support new staff - Provide advice to the Head Teacher as required on matters including threshold and upper pay spine progression for members of the team - Prepare confidential references for members of the team as required.
Student Outcomes	<ul style="list-style-type: none"> - Be accountable for the performance of students against targets in the appropriate curriculum area(s) - Prepare reports as required analysing student progress and performance in the designated area
Resources	<ul style="list-style-type: none"> - Establish and maintain a safe, healthy and attractive environment for learning - Manage budgets allocated to the area following all school procedures - Deploy staffing and physical resources effectively to support the delivery of high quality teaching and learning; - Ensure all relevant Health and Safety requirements are complied with, bringing concerns to the attention of the relevant staff promptly.
	<p>This job description will be reviewed annually and may be subject to amendment or modification with the post-holder. It is not a comprehensive statement of procedure and tasks but sets the main expectations of the school in relation to the post holder's professional responsibilities and duties.</p> <p>Staindrop Academy School is committed to safeguarding and promoting the welfare of the children and expects all staff and volunteers to share this commitment. This post is subject to signing our ICT Staff User Policy and having and Enhances CRB Disclosure.</p>