

JOB DESCRIPTION – TEACHER

PAY RANGE:	Main-Pay scale
ACCOUNTABLE TO:	Team Leader

The professional duties of all teachers, (other than the Principal) are set out in the STPC and describe the duties required of all mainscale posts. In addition, the requirements of the post of Subject Teacher at Colchester Academy along with the particular duties expected of the post holder have been set out below.

Teaching

- To be accountable for the highest standard of student attainment within all groups taught.
- Planning and preparing schemes of work and lessons
- Appropriate marking of work, giving students clear guidance on how to improve
- Assessing, recording and reporting on the development, progress and attainment of students in accordance with Academy Policy.

Professional Development

- Participating in the Academy's Performance Management programme.
- Reviewing and evaluating methods of teaching and programme of work.
- Participating in arrangements for further professional development as a teacher including undertaking professional development which aims to meet needs identified in performance management.

Student Support

- Maintaining good order and discipline among students and safeguarding their health and safety.
- Promoting the general progress and well being of individual students and assigned classes or groups.
- Providing guidance and advice to students on educational and social matters.
- Making records and reports on the personal and social needs of students.
- Communicating and consulting with the parents of students.



- Attending and supporting in assemblies, registering the attendance of students and delivering appropriate activities in Student Support time.

Staff Meetings

- Participating in meetings and Professional Development activities at the Academy which relate to the Curriculum, administration or organisation of the Academy, including student support arrangements.

Cover

- Subject to paragraph 73.9.2 of the STPCD, supervising and so far as practicable teaching any students whose teacher is not available to teach them.

Health and Safety

- To be responsible for the health and safety of students during lessons and tutor time.

Conditions of Service

Governed by the National Agreement on Teachers' Pay and Conditions, supplemented by local conditions as agreed by the governors.

A full enhanced Disclosure and Barring Service check.

Equal Opportunity

The post holder will be expected to carry out all duties in the context of and in compliance with the School's Equal Opportunities Policies.

Other

- To show, at all times, a personal commitment to treating all students and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, their age, gender, ethnicity, sexual orientation, disability or religion) and assist in ensuring equal access to education opportunities for everyone.
- Perform other duties as assigned
- Maintain high standards of professional conduct and personal appearance and to work as a positive team player, demonstrating mutual respect and integrity for others whilst maintaining open and effective communication at all levels within the business.



Disclaimer

The job duties, elements, responsibilities, skills, functions, educational factors and the requirements and conditions listed in this job description are representative only and not exclusive of the tasks that any employee may be required to perform. Bright Tribe Trust reserves the right to revise this job description at any time.

Acknowledgement of Receipt

I have received a copy of this job description and acknowledge that it forms part of the terms and conditions of my contract of employment with Bright Tribe Trust.

Signed:

Name (please print):

Date:

The Bright Tribe Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment in every aspect of their work.

Bright Tribe Trust is an Equal Opportunities Employer

Job Specification – Teacher

Essential skills, knowledge, experience, qualifications and personal qualities

- Successful teaching across the 11-16 age range
- Understanding of the curriculum issues in relation to their subject
- A commitment and ability to fulfil the role of a tutor
- Involvement in recent professional development (ITT for NQT)
- Team membership skills
- Resilience, commitment, energy and enthusiasm
- Creativity and imagination and a sense of humour
- Good organisational and time-management skills
-

Desirable skills, knowledge, experience, qualifications and personal qualities

- Potential and ambition for further career development
- A commitment to extra curricular activity

Colchester Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to have an Enhanced Disclosure from the Disclosure and Barring Service.