

## Teaching Staff Job Description

### Main purpose of the job:

- Be responsible for the learning and achievement of all students in your classes ensuring equality of opportunity for all
- Be responsible and accountable for achieving the highest possible standards in work and conduct
- Treat students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of students
- Act within, the statutory frameworks, which set out professional duties and responsibilities
- Take responsibility for promoting and safeguarding the welfare of children and young people within The Global Academy

### Duties and responsibilities:

- All teachers are required to carry out the duties of a school/academy teacher.
- Teachers should also have due regard to the Teacher Standards (2012).
- Teachers' performance will be assessed against the teacher standards as part of the appraisal process, relevant to their role in The Global Academy as outlined in the Academy Appraisal Policy.

### Teaching:

- Deliver the curriculum as relevant to the age and ability group/subject(s) that you teach
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate
- Be accountable for the attainment, progress and outcomes of students' you teach
- Be aware of students' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these demonstrating knowledge and understanding of how students learn
- Have a clear understanding of the needs of all students, including those with special educational needs; gifted and talented; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English (whatever your specialist subject)
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for students of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment
- Make accurate and productive use of assessment to secure students' progress
- Give students regular feedback, both orally and through accurate marking, and encourage students to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study

- Use relevant data to monitor progress, set targets, and plan subsequent lessons
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding students have acquired as appropriate
- Participate in arrangements for examinations and assessments

### **Behaviour and Safety:**

- Establish a safe, purposeful and stimulating environment for students, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Manage classes effectively, using approaches which are appropriate to students' needs in order to inspire, motivate and challenge students
- Maintain good relationships with students, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of students
- Have high expectations of behaviour, promoting self control and independence of all learners
- Carry out break, lunchtime and after hours duties as directed
- Be responsible for promoting and safeguarding the welfare of children and young people within the academy, raising any concerns following academy protocol/procedures

### **Team working and collaboration:**

- Participate in any relevant meetings/professional development opportunities at the academy, which relate to the learners, curriculum or organisation of the academy including pastoral arrangements and assemblies
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the academy
- Occasionally covering for absent colleagues

### **Fulfil wider professional responsibilities:**

- Work collaboratively with others to develop effective professional relationships
- Deploy support staff effectively as appropriate
- Communicate effectively with parents/carers with regard to students' achievements and well-being using academy systems/processes as appropriate
- Communicate and co-operate with relevant external bodies
- Make a positive contribution to the wider life and ethos of the academy

### **Administration:**

- Register the attendance of and supervise learners, before, during or after academy sessions as appropriate
- Participate in and carry out any administrative and organisational tasks

**Professional development:**

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on students' progress, attainment and wellbeing, refining your approaches where necessary responding to advice and feedback from colleagues
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the academy or as developed as an outcome of your appraisal
- Proactively participate with arrangements made in accordance with the The Global Academy Appraisal Policy

**Other:**

- To have professional regard for the ethos, policies and practices of the academy in which you teach, and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the principal