

## Model Job Description (Teacher)



### JOB DESCRIPTION

School: The St Augustine's Academy	Pay Range: Main Scale 1 - 6
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### Job Purpose

To carry out the professional duties of a teacher as circumstances may require and in accordance with the academy's policies under the direction of the Principal.

### Areas of Responsibility and Key Tasks

#### Planning, Teaching and Class Management

Ensure quality first teaching every day so that all lessons are 'good or better' by adopting and understanding The Forge Trust's approach to teaching and learning (Towards Effective Learning) by:

- identify clear learning objectives and success criteria for each lesson;
- setting tasks which challenge pupils and ensure high levels of interest;
- setting appropriate and demanding expectations;
- setting clear personalised targets, building on prior attainment;
- identifying SEN or academically more able (AMA) pupils;
- identify assessment opportunities when planning, and ensure curriculum coverage;
- manage time effectively;
- maintaining discipline in accordance with the school's procedures;
- encouraging good practice with regard to punctuality and behaviour;
- use a variety of teaching methods, and vary teaching approach accordingly;
- ensure pupils acquire and consolidate knowledge, skills and understanding;
- evaluate own teaching critically to improve effectiveness;
- ensure effective and efficient deployment of classroom support;
- provide good models (WAGOLL) and effective demonstrations in lessons;
- encourage pupils to think and talk about their learning;
- encourage pupils to develop self- control, perseverance and independence;
- develop pupils speaking and listening skills;
- providing clear structures for lessons maintaining pace, motivation and challenge.

## **Monitoring, Assessment, Recording, Reporting**

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- encourage pupils to self and peer assess and further each other's learning;
- mark and monitor pupils' work and review targets for progress;
- assess and record pupils' progress systematically and keep records of pupil data;
- follow the trust's marking and feedback policy, and provide daily personalised assessment for learning opportunities in Mathematics and English;
- undertake assessment of students as requested by examination bodies, departmental and school/trust procedures;
- prepare and present informative reports to parents.

## **Curriculum Development**

- have lead responsibility for a subject or aspect of the school's work and develop plans which identify clear targets and success criteria for its development and / or maintenance;
- contribute to the wider life of the whole school.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation. This job description should be read in conjunction with 'Clarification notes on the exercise of professional duties for all teachers, other than head teachers' contained at Appendix A. This job description should be read in conjunction with 'Clarification notes on the exercise of professional duties for all teachers, other than head teachers' contained within Parts XI and XII of the School Teachers' Pay & Conditions Document.

This job description may be amended at any time following discussion between the Principal and member of staff, and will be reviewed by The Forge Trust annually.

***Vision: All children make at least good progress; no underperforming cohorts, groups or schools; all teachers enabling good or better learning; schools aim to be outstanding***



