



JOB DESCRIPTION –Teacher

Person Specification:			
The Elizabethan Academy is committed to safeguarding and promoting the welfare of children and young people and expects all of its staff and volunteers to share in this commitment			
	Essential	Desirable	Method of Assessment
Qualifications	PGCE/QTS		Certificates
Experience	<ul style="list-style-type: none"> • Experience of teaching within secondary education 		Application Form References
Skills	<ul style="list-style-type: none"> • Ability to teach 11- 19 age range • Proficiency in IT • Excellent oral and written communication skills • Excellent interpersonal skills • Ability to contribute to the academy's sports extra-curricular programme • Ability to prioritise and organise demanding workload 	Application of ICT in a classroom	Application Form Interview References Lesson Observation
Knowledge	<ul style="list-style-type: none"> • Awareness of curriculum • Experience of appropriate teaching strategies • Awareness of safeguarding and pastoral issues 	Appreciation of the ethos and standards of teaching within a high performing academy	Application Form Interview References Lesson Observation
Personal Competencies	<ul style="list-style-type: none"> • A passion for chosen subject • Commitment to education and teaching • Commitment to Professional development • Calmness under pressure • Adaptable and flexible 		Application Form Interview References Lesson Observation

Job Description

The Elizabethan Academy is committed to safeguarding and promoting the welfare of children and young people and expects all of its staff and volunteers to share in this commitment

Title: Teacher

Responsible to: Faculty Leader

1. **Purpose of the job:**

- As a teacher to maximise the learning of all students.
- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To assist the Faculty Leader in providing the leadership and management required to secure high quality teaching and learning.
- To deliver innovative and creative lessons that engage and challenge students to achieve their full potential

2. **Description of Duties and Responsibilities:**

A. Teaching

- have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain pupils' interest in the subject, and address misunderstandings
- demonstrate a critical understanding of developments in the subject and curriculum areas, and promote the value of scholarship
- demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard , whatever the teacher's specialist subject
- impart knowledge and develop understanding through effective use of lesson time
- promote a love of learning and student's intellectual curiosity
- set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired
- reflect systematically on the effectiveness of lessons and approaches to teaching
- contribute to the design and provision of an engaging curriculum within the relevant subject area(s).
- know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively
- have a secure understanding of how a range of factors can inhibit pupils' ability to learn, and how best to overcome these
- demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils' education at different stages of development
- have a clear understanding of the needs of all pupils, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.
- have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's behaviour policy
- have high expectations of behaviour, 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 pupils' needs in order to involve and motivate them
- maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.
- support the teaching team by undertaking some cover work as reasonably directed from time to time.

B. Assessment, Recording, Reporting

- maintain recording of lessons undertaken and records of students' work
- give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback.

	<ul style="list-style-type: none"> • use relevant data to monitor progress, set targets, and plan subsequent lessons • know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements • make use of formative and summative assessment to secure pupils' progress in line with the academy policy • report on pupil progress in line with the academy's policy <p>C. Pastoral Care</p> <ul style="list-style-type: none"> • be conversant with, and apply, the academy's Safeguarding policy • perform duties as a tutor in line with the academy's expectations • promote good attendance and monitor it • promote the general progress and well-being of students in your care <p>D. Professional Standards</p> <ul style="list-style-type: none"> • establish a safe and stimulating environment for pupils, rooted in mutual respect • set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions • demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils • be accountable for pupils' attainment, progress and outcomes • be aware of pupils' capabilities and their prior knowledge, and plan teaching to build on these • guide pupils to reflect on the progress they have made and their emerging needs • demonstrate knowledge and understanding of how pupils learn and how this impacts on teaching • encourage pupils to take a responsible and conscientious attitude to their own work and study • make a positive contribution to the wider life and ethos of the school • develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support • deploy support staff effectively • take responsibility for improving teaching through appropriate professional development responding to advice and feedback from colleagues • communicate effectively with parents with regard to pupils' achievements and well-being.
3.	Management of People: None
4.	Creativity and Innovation: Develop and teach creative lessons that promote a love of learning and children's intellectual curiosity
5.	Contacts and Relationships: Staff, parents, members of the public, students, LCC officers, Governors, Legal Advisors
6.	Decisions: Decisions are made in line with established alternatives and in direct consultation with the Head of Faculty, Principal and where necessary, the governing body
7.	<p>Work Environment:</p> <p>A. Work Demands Post holder will be subject to changing priorities, though there should be no significant disruption to classroom teaching.</p> <p>B. Physical Demands Physical demands related to classroom teaching, plus there may be periods of sitting and working at a computer.</p> <p>C. Working Conditions General well lit and ventilated environment.</p> <p>D. Work Context Contact with students, parents, members of the public, local authority officers, etc. The post holder may be required to diffuse confrontational situations and deal with the unexpected</p>
8.	GENERAL The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general function of premises maintenance and management. Duties and responsibilities outside of the general scope of this grade of post will be with

	the consent of the post holder.		
9.	Equal Opportunities - Equal Opportunities/Data Protection Act The post holder is required to carry out the duties in accordance Equal Opportunities and Data Protection policies.		
10.	Health and Safety The post holder is required to carry out the duties in accordance with the School's Health and Safety policies and procedures.		
	Name	Signature	Date
Job Description agreed by: HR Officer			
Job Description agreed by: Teacher			