



## **JOB DESCRIPTION**

<b>Post Title</b>	Teacher
<b>Grade</b>	MPS plus SEN allowance
<b>Location</b>	Ash Trees Academy
<b>Responsible to</b>	The Head Teacher

Each class teacher is responsible for carrying out the duties of a teacher as set out in the current copy of The School Teachers' Pay and Conditions Document. This job description may be modified by the Head Teacher, with agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

To carry out such appropriate duties as may be reasonably directed by the Head Teacher, from those described in part XII of the School Teachers' Pay and Conditions Document, 2006, or the equivalent provisions of successor documents. All paragraphs, 76.1 to 76.12 apply, however -

## **MAIN DUTIES/RESPONSIBILITIES**

1. To have a commitment to the agreed whole Trust vision and values.. To positively promote and contribute to the team ethos of the academy
2. To plan, prepare and implement an appropriate programme of work for the pupils which:
  - takes account of each pupils' individual needs through differentiation of expectations/task.
  - considers the needs of the pupils in all aspects of development.
  - fulfils the curriculum requirements.
  - is in line with whole Trust policies.
  - motivates the pupils to learn independence and self confidence
  - have an awareness of decisions made by the Government, Board of Trustees and other appropriate bodies and agencies
  - has a commitment to first hand experience/curriculum enrichment and the celebration of pupils' contributions.
3. To assess and evaluate the pupils' work and provide pupil profiles/records of achievement which:
  - are in line with the curriculum requirements.
  - enable the tracking and monitoring of progress and inform the setting of annual targets.
  - form the basis of professional dialogue with colleagues, parents, support agencies, link schools etc
  - are filed and available (on request) to parents.

4. To ensure that all the pupils within the class have equal access to the experiences and opportunities provided.
5. To take an active part in relevant meetings/working groups.
6. To actively promote and implement whole academy policies.
7. To have high expectations of the pupils in work, attitude and behaviour.
8. To have pastoral care of the teaching group, within the academy ethos, by:
  - being a good role model for the pupils in all personal qualities.
  - fostering the positive self-image of each pupil through praise and encouragement.
  - respecting each pupil
9. To relay any concern to the Deputy Head Teacher and the Head Teacher.
10. To continue personal and professional development.
11. This post has a high level of contact with, and responsibility for, pupils.
12. To safeguard and promote the welfare of pupils for whom you have responsibility or come into contact with, to include adherence to all specified procedures, including
  - working with a multi disciplinary team
  - attending pupil meetings with health, education social services etc
  - preparation of individual and activity risk assessments
  - preparation of individual pupil plans, e.g. educational, behavioural, care etc
13. Any other tasks as may be reasonably requested by the Head Teacher.
14. To carry out your duties with full regard to the Trust's Equality Policy and Race Equality Scheme.
15. To comply with Health and Safety policies, organisation's statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Trust.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Trust records and information.

The post holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Trust Policies including the No Smoking Policy

The post holder must comply with the Trust Health and Safety rules and regulations and with Health and Safety legislation.

Author: Y Limb

Date: January 2016