

**Leighton Academy**

**JOB DESCRIPTION**

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| **JOB TITLE** | Teacher | **GRADE** | Main Pay Scale |

**BASIC JOB PURPOSE**

* To carry out the duties and responsibilities of a class teacher.

**MAIN RESPONSIBILITIES**

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|  | *Main Role* |
| **1** | Plan and teach well-structured lessons to assigned classes, following the school’s plans, curriculum and schemes of work |
| **2** | Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment |
| **3** | Adapt teaching to respond to the strengths and needs of pupils |
| **4** | Set high expectations which inspire, motivate and challenge pupils |
| **5** | Promote good progress and outcomes by pupils |
| **6** | Demonstrate good subject and National curriculum knowledge |
| **7** | Participate in arrangements for preparing pupils for external tests |
| **8** | Contribute to the development, implementation and evaluation of the school’s policies, practices and procedures, to support the school’s values and vision |
| **9** | Make a positive contribution to the wider life and ethos of the school |
| **10** | Work with others on curriculum and pupil development to secure co-ordinated outcomes |
| **11** | Provide cover, in the unforeseen circumstance that another teacher is unable to teach |
| **12** | Promote the safety and wellbeing of pupils |
| **13** | Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment |
| **14** | Take part in the school’s appraisal procedures |
| **15** | Take part in further training and development in order to improve own teaching |
| **16** | Where appropriate, take part in the appraisal and professional development of others |
| **17** | Communicate effectively with pupils, parents and carers |

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|  | *General Duties* |
| **1** | Support the main aims and policies of the school and Trust |
| **2** | Assist in maintaining the ethos and promoting the values of the school and Trust |
| **3** | Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school |
| **4** | Understand and act within the statutory frameworks setting out their professional duties and responsibilities |
| **5** | Collaborate and work with colleagues and other relevant professionals within and beyond the school |
| **6** | Develop effective professional relationships with colleagues |
| **7** | Deploy resources delegated to them |
| **8** | Fulfil the school/national performance management requirements |
| **9** | Contribute to the wider life of the school and Trust, including by being visible around the academy and participating in duties, extra-curricular activities and other events. |

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| The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. |
| Notwithstanding the detail in this job description, the jobholder will undertake such work as may be determined as necessary by the Trust. |