

JOB DESCRIPTION

GENERAL TEACHER

Reporting to:	Deputy Headteacher
Location:	Aston Manor Academy
Grade/salary:	MPS-UPS (£28,000pa-£43,685pa) Salary scale as at 01.09.2022
Pay progression:	<i>Incremental progression within the grade will be subject to professional criteria-based performance assessment</i>

Job Purpose

- To be an excellent classroom practitioner and be able to engage with, motivate and inspire students and support the high achievements of the school, encompassing our ethos 'All different, all equal, all achieving' in all they do. To be competent to teach a range of subjects to a range of key stages where required, with support from the HOD. This role will require long term cover for key groups or short term cover on a lesson by lesson or day to day basis.

Key Responsibilities

Teaching and Learning

- To cover lessons both on a long term basis and a short term basis with support in planning from the HOD.
- To liaise with the department on learning and pastoral issues to ensure the HOD is kept aware of the progress students are making, and any behaviour issues occurring within the lessons.
- To work with the pastoral team to implement strategies for positive student behaviour.
- To work with the SEND department to ensure that SEND students are taught effectively, taking into account their individual needs.
- To be responsible for setting challenging yet realistic targets for all students that you teach.
- Ensure that you apply the Positive Discipline for Learning Policy at all times both inside and outside the classroom.
- Take responsibility for the behaviour of students in your lessons and seek support with any students causing concern.
- Utilise rewards to promote positive attitudes and apply sanctions as and when necessary.
- Ensure that the literacy and numeracy strands are incorporated into your lessons.
- Use the marking policy to set targets and formative assessment to students.
- Make effective use of ICT to support learning and promote independent learning within your subject.
- Keep abreast of changes within subject areas.
- Comply with Health and Safety procedures at all times and ensure risk assessments are documented as and when required.
- Take responsibility for all resources within your classroom and ensure any books/equipment given to students are returned in a reasonable state.
- Refer any concerns regarding a student to the Designated Safeguarding Lead in line with our Child Protection Policy.

Management

- Ensure all lessons are fully prepared, that learning outcomes are made clear to students and that progress against them is measured.
- Attend departmental/task group meetings.
- Ensure that Teaching Assistants/Mentors are fully involved in your lessons and briefed beforehand as to what is expected of them.
- Contribute fully to the Departmental Improvement Plan.
- Ensure that all work is differentiated so that there are supportive mechanisms in place for SEN pupils, extension activities for more able pupils and each child is treated as an individual.

Monitoring and Evaluation

- Ensure that students work is marked promptly, and feedback is given to ensure that they can improve their work, in line with department policy.
- Set homework in compliance with the timetable distributed at the start of the year.
- Assess against targets on a regular basis and identify areas for development.
- Identify individual training/development requirements through the Performance Management process.
- Use Parents Evenings to ensure students/parents know what level they are working at and what they need to do to improve.
- Complete interim and full reports using e-portal.

Form Tutor Responsibilities

- To ensure the welfare of all students within your form group.
- To liaise with your Head of Year regarding any students who may give rise to concern.
- Using the data provided to ensure that students are rewarded if they are on target and those that aren't are supported so that they will be in future.
- Use the rewards system to promote positive attitudes to school/learning.
- Promote good attendance and punctuality and make use of the systems in place to support this.
- Liaise with parents of students in your form over any matters of concern having discussed with HOY first.
- Develop the use of Form Tutor time in line with TRICS.
- To deliver the PSHE/Citizenship programme to KS3 students if the timetable permits this.
- Carry out before school and break duties in line with the annual rota.
- To share good practice with colleagues and learn from them via peer observations.
- Attend all pastoral meetings/form tutor briefings.

Equitas Academies Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will be subject to all pre-employment checks necessary to meet safer recruitment requirements, including a satisfactory enhanced DBS check, right to work check and references.

PERSON SPECIFICATION GENERAL TEACHER

Method of Assessment (MOA)

AF-Application form	C- Certification	I- Interview	T-Test Exercise	or	P-Presentation
----------------------------	-------------------------	---------------------	------------------------	-----------	-----------------------

Criteria	Essential/Desirable (E/D)	MOA
Qualifications/Education	QTS Status (E)	AF/C
	Qualification to the equivalent of degree level (E)	AF/C
	PGCE at secondary level (E)	AF/C
	Relevant CPD over the last three years (E)	AF/C
Experience	Knowledge and understanding of all curriculums at KS3, KS4 and KS5 being taught (E)	AF//P
	Able to make good use of ICT as a learning resource (E)	AF/I
	Evidence of good/outstanding teaching (E)	AF//P
	Experience of using a range of teaching and learning strategies for whole classes, individuals and groups which stimulate, challenge, engage and motivate students (E)	AF//T/P
	Knowledge of how to give positive and targeted support to students with special educational needs (E)	AF//T/P
Skills & Ability	Ability to meet deadlines (E)	AF/I
	Ability to establish good and productive working relationships, and work well in a team (E)	AF/I
	Determination to encourage the highest quality of learning experience for all students (E)	AF/I

	Ability to engage students through dynamic teaching and active learning techniques (E)	AF/I/T/P
Behaviours	Enthusiastic and inspires others (E)	AF/I
	Understanding of the vision and values of the school (E)	AF/I

All staff are expected to understand and be committed to equal opportunities in employment and service delivery in line with the equality act.

Reviewed by: _____

Date: _____