



## **Ashmole Academy**

### **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Teacher
<b>GRADE:</b>	Main Professional Grade and applicable to all teachers other than the Head Teacher.
<b>PURPOSE OF JOB:</b>	To teach pupils within the Academy and to carry out such associated duties as are reasonably assigned by the Head Teacher, including that of being a form tutor.
<b>RESPONSIBLE TO:</b>	The post holder is responsible to the Head Teacher in all matters. In addition, the post holder is responsible to the Head of Faculty in respect to teaching, timetabled activities and curriculum development.

#### **EMPLOYMENT DUTIES:**

The job description is to be performed in accordance with the School Teachers' Pay and Conditions Document. The job description should be considered with due regard to the Academy's staffing structure and the Academy's corporate plan.

1. To plan, mark and assess work in accordance with school and departmental policy, following work schemes and syllabus content as appropriate.
2. To participate in the development of syllabi, teaching materials and work schemes, in line with Academy and departmental policies.
3. To set homework regularly according to Academy policy.
4. To monitor and keep accurate records of individual pupil progress.
5. To liaise with support teachers, classroom assistants and other staff where appropriate.
6. To undertake supervisory duties as required according to Academy policy and conditions of employment.
7. To provide reports to parents and other documentary evidence on pupil progress as required.
8. To control and oversee the use and storage of books, equipment and other materials provided for class use.
9. To teach, according to their educational needs, pupils assigned to the teacher in the allocated classes.

10. To be responsible for the good order of pupils in lessons, for the appearance of each classroom used, and for the whole Academy in general, in order to maintain a good ethos and working environment.
11. To maintain discipline in accordance with the rules and disciplinary systems of the Academy.
12. To be responsible for the accurate daily marking of the Register and for seeing that all information kept in the Register is maintained and up to date.
13. To check all absences, accounting for them by notes and to monitor and follow up attendance matters quickly and persistently.
14. To maintain the highest standard of uniform, good appearance and behaviour by the students.
15. To check and monitor the use of homework diaries at least once per fortnight.
16. To foster good home/school relationships and to participate in consultations with parents, including parents/carers consultation evenings.
17. To supervise the movement of pupils to and from assemblies. To attend assemblies where possible and to participate in providing assemblies as a teacher and/or a tutor group to the Year Group.
18. To attend and contribute to Departmental and Year meetings, discussions and management systems necessary to co-ordinate the work of the Department and Year Group and to integrate this into the work of the Academy as a whole.
19. To provide equal opportunities within the Academy and to seek to ensure the implementation of the Academy's equal opportunity policy.
20. To safeguard and promote the welfare of children.

This Job Description is not rigid or exclusive and may be adjusted at any time by the Head Teacher to meet the needs of the Academy.

Post Holder: \_\_\_\_\_

Head Teacher: \_\_\_\_\_ Date: \_\_\_\_\_