



A member of the Penk Valley Academy Trust

Class Teacher

<p>Expectations:</p>	<p>All teachers at The Rural Enterprise Academy are expected to:</p> <ul style="list-style-type: none"> ✓ Actively embrace Visible Learning. ✓ Value and accept every student as an individual. ✓ Be committed to safeguarding and promoting the welfare of children and young people. ✓ Encourage and support every student to realise their personal potential. ✓ To work collaboratively to support students and colleagues. ✓ Encourage our students to think and learn independently. ✓ Celebrate the achievements of all of our students. ✓ Provide a student friendly learning environment. ✓ Offer a wide range of experiences within a community context. ✓ Lay the foundations for 'life long learning'. ✓ Strive for academic excellence. ✓ Respect and value our partnership with parents and the community. ✓ Regularly assess, monitor, review and report upon student progress. ✓ Set and work towards targets. ✓ Aim to consistently improve as teachers, leaders and managers through Continuing Professional Development (CPD) ✓ Work with external agencies to enhance the provisions for our students. ✓ Prepare students for their responsibilities as active citizens. ✓ The size of the academy requires that all staff should be flexible and adaptable.
<p>Significant Key Responsibilities:</p>	<ul style="list-style-type: none"> • To work within/alongside a team of teachers to teach a specific curriculum subject. • To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate. • To monitor and support the overall progress and development of students as a teacher • To facilitate and encourage a learning experience which provides students with the opportunity to achieve their personal best. • To contribute to raising standards of student attainment. • To share and support the school's responsibility to provide and monitor student opportunities for personal and academic growth. • To get to know groups of students well on a personal level and encourage their aspiration for achievement.
<p>Reporting to:</p>	<p>Principal</p>
<p>Responsible for:</p>	<p>The provision of a full learning experience and support for students within timetabled provision.</p>
<p>Liaising with:</p>	<p>SLT, teaching and support staff, external agencies and parents as appropriate.</p>
<p>Working time:</p>	<p>195 days per year.</p>
<p>Safeguarding Disclosure level:</p>	<p>Enhanced</p>



Main Core Duties

Operational/ Strategic Planning	<ul style="list-style-type: none">• To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Department.• To contribute to the Curriculum Area and department's development plan and its implementation.• To plan, prepare and teach courses and lessons.• To contribute to the whole school's planning activities.
Curriculum Provision:	<ul style="list-style-type: none">• To assist the Vice Principal, to ensure that the curriculum area provides the necessary teaching, learning and assessment which achieves the school's strategic objectives.
Curriculum Development	<ul style="list-style-type: none">• To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's Mission and Strategic Objectives.



<p>Staffing</p> <p>Staff Development</p> <p>Recruitment/ deployment of staff</p>	<ul style="list-style-type: none"> • To take part in the school's staff development programme by participating in arrangements for further training and professional development. • To continue personal development in the relevant areas including subject knowledge and teaching methods. • To engage actively in the Appraisal process. • To ensure the effective/efficient deployment of classroom support where appropriate. • To work as a member of a designated team and to contribute positively to effective working relations within the school.
<p>Quality Assurance</p>	<ul style="list-style-type: none"> • To help to implement school quality procedures. • To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed procedures, including evaluation against quality standards and performance criteria. To seek and implement modification and improvement where required. • To review from time to time methods of teaching and programmes of work. • To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
<p>Management information:</p>	<ul style="list-style-type: none"> • To maintain appropriate records and to provide relevant accurate and up-to-date information for whole school data and reports. • To complete the relevant documentation to assist in the tracking of students. • To track student progress and use relevant data to inform teaching and learning.
<p>Communications:</p>	<ul style="list-style-type: none"> • To write reports on student progress to parents in accordance with school policy and practice • To communicate effectively with the parents of students at parents' evenings, parent consultation interviews and as appropriate. • Where appropriate, to communicate and co-operate with persons or bodies outside the school. • To follow agreed policies for communications in the school.
<p>Marketing and Liaison:</p>	<ul style="list-style-type: none"> • To take part in marketing and liaison activities such as Open Evenings Parents Evenings, curriculum evenings. • To contribute to the development of effective subject links with external agencies if appropriate. • To attend celebratory events associated with students personally taught.
<p>Management of resources:</p>	<ul style="list-style-type: none"> • To contribute to the process of the ordering and allocation of equipment and materials. • To assist the Vice Principal to identify resource needs and to contribute to the efficient/effective use of physical resources. • To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the students.
<p>Student support and progress:</p>	<ul style="list-style-type: none"> • To be a tutor to an assigned group of students. • To promote the general progress and well-being of individual students and of the tutor group as a whole. • To liaise and work with the Head of Pupil Development to ensure the



	<p>implementation of the school's guidance and support system.</p> <ul style="list-style-type: none"> • To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life. • To evaluate and monitor the progress of students and keep up-to-date student records as may be required. • To contribute to the preparation of Action Plans and progress files and other reports as appropriate. • To safeguard and promote the well-being of individual students by alerting the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved. • To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff • To apply the Behaviour Management Systems so that effective learning can take place
Teaching and Learning:	<ul style="list-style-type: none"> • To teach, students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere. • To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required. • To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students. • To ensure Literacy and Numeracy are reflected in the teaching and learning experience of students • To undertake a designated programme of teaching. • To ensure a high quality learning experience for students which meets internal and external quality standards. • To prepare and update subject materials. • To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus. • To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework. • To undertake assessment of students as requested by external examination bodies, departmental and school procedures. • To mark, grade and give written/verbal and diagnostic feedback in line with the school's assessment and feedback policies.

Other Specific Duties

<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. • To be committed to safeguarding and promoting the welfare of children and young people • To support the school in meeting its legal requirements for worship. • To promote actively the school's corporate policies. • To maintain relevant development. • To comply with the school's Health and Safety policy and undertake risk assessments as
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appropriate.

- To undertake any other duty as specified by School Teachers Pay and Conditions Document not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Safeguarding

Safeguarding and promoting the welfare of children is everyone's responsibility. Staff are required to follow the statutory guidance from the Department for Education. Staff are required to read:

- Part 1 and Annexe A of Keeping children safe in education
- School safeguarding policies
- The code of conduct

Staff must know the identity and understand the role of the designated safeguarding leads. In addition, in order for staff to understand and discharge their role and responsibilities as set out in 'Part one' of the guidance, staff are required to identify any additional training needs and read safeguarding bulletins they receive through the year.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Date: September 2019