

Salary:	Teacher's Pay Scale + TLR 2a
Responsible to:	Headteacher, Executive Headteacher, Assistant Headteacher, Head of Faculty
Date of Job Description:	January 2020

Purpose of the Role:

Securing in consultation with the senior leadership team and head of faculty outstanding education within the faculty for all young people at Armfield Academy, ensuring consistently high expectations of students and outcomes, which improve year on year.

Assisting in ensuring a purposeful, positive and disciplined culture and ethos in the faculty, with strong progress and attainment outcomes for students. Thereby, ensuring a high-quality education for all students.

Ensuring the key elements of progress and achievement, quality of teaching, behaviour and safety and leadership are all of a very high standard within the faculty and in the subject areas or key stages you have specific responsibility for.

Working in association with line managers overseeing, as appropriate to this role, staffing and resource management to ensure the school is financially secure and operating within budget.

Main Tasks and Responsibilities

General Duties:

- To act in accordance with FCAT's policies and procedures.
- To act as a role model and work in accordance with the Trust values: pride, ambition, respect, resilience, integrity and excellence.
- To encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within FCAT and our academies.

- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day. To ensure compliance with FCAT's Health and Safety Policy at all times.
- To adhere to FCAT's Safeguarding policy and procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- Any other tasks and responsibilities reasonably appropriate to this post and grade.
- To attend mandatory training and participate in performance development as required.
- To work in support of the Team FCAT Work and Wellbeing Charter.

Main Responsibilities:

Professional Standards: Meeting the professional standards for teachers, core and threshold, as applicable to the post-holder and as revised in the most recent update of the School Teachers Pay & Conditions document.

Acting as a form tutor, carrying out all reasonable duties associated with this role.

Assisting in the strategic and operational leadership of the faculty, in particular ensuring that high quality teaching and learning is embedded daily within the faculty. Contributing to the operational leadership of all self-evaluation within the faculty and contributing to the production and monitoring of the faculty improvement plan.

In carrying out their duties, all leadership post holders will be required to implement the policies of the Fylde Coast Academy Trust and the Academy Council.

Main Duties: Core Responsibilities

- To fulfil requirements of a classroom teacher to Core and Post Threshold standards as defined in the generic job description for teachers.
- To act as a form tutor, carrying out all duties associated with this role.
- To ensure a commitment to safeguarding is evident in all actions taken.
- To ensure all actions taken are in line with the requirements of the DfE guidance and academy policies on safeguarding and child protection.
- To have knowledge and awareness of the academy improvement plan.
- To be aware of the staff handbook and the policies within.
- To attend and contribute where appropriate to all meetings as designated by the Head of School.
- To play a full professional role with regard to Health & Safety,
- To act as a member of a duty team where required and reasonable.
- To communicate and consult with parents about individual student progress as necessary.
- To attend parents' evenings.
- To pro-actively support other academies within the Fylde Coast Academy Trust as considered necessary or as required.
- To carry out efficiently and effectively specific administrative and organisational tasks allocated to the role.
- To maintain and further develop high standards of Teaching & Learning within the faculty, through regular monitoring and coaching and by personal example.
- To play an active part in the development of the faculty improvement plan including taking overall strategic lead for aspects of the plan.
- To perform the duties of Appraisal Reviewer for identified support staff, teachers and Leaders:
 - Reviewing annually the performance of these support staff, teachers / Leaders and setting new objectives in line with the FCAT policy and procedures.
 - Making recommendations on pay progression based on academy policy and consistently applied standards to the Head of School/Executive Headteacher
- To challenge underperformance at all levels ensuring effective corrective action and follow up;

- To manage delegated budgets to ensure that costs remain in line with budget.
- To manage own workload and that of others to allow an appropriate work/life balance.

Main Duties: Specific Responsibilities

Outcomes for students

- Responsible and accountable for standards of achievement and progress against annual targets of all students within the faculty/specified subject area.
- Ensuring that high expectations prevail with high standards of achievement/progress.
- Responsible for assisting in policy planning for maximum student success.
- Plan, implement and evaluate strategies where improvement needs are identified.
- Responsibility for maintenance and analysis of student tracking systems, consistent with the academy policy, arranging and monitoring the impact of intervention of student to ensure maximum progress in the subjects or key stages you are responsible for.
- Provide SLT, governors and Heads of Faculty with relevant, subject, curriculum or student performance information.

Teaching and Learning

- Responsible for supporting with faculty planning, curriculum coverage and outcomes.
- Ensure optimum student learning underpins all decision making and planning.
- Ensure the highest quality assessment for learning.
- Assist in leading the development and enhancement of pedagogy within the faculty in line with academy and faculty priorities.
- Ensure these pedagogies are consistent and effective, through rigorous planning, monitoring evaluation and review, training and support.
- Maintain personal expertise and act as a role model for excellent classroom practice, modelling effective strategies and sharing/coaching other teachers.
- Monitor and evaluate standards of teaching, identifying areas for improvement within an identified subject, key stage or group of subjects.

- Assist in monitoring and assessing the standard of student work and feedback within the department.
- Plan, implement and demonstrate the impact of strategies to improve teaching in the faculty.

Leadership and Management

- Provide strong, effective, clear and purposeful leadership of the identified subjects/key stages within the faculty.
- Support the Faculty lead with self-evaluation supporting academy self-evaluation.
- Assist in the induction, support and monitoring of new staff including NQT/RQT.
- Act as an appraisal reviewer for identified teacher, reviewing annually the performance of these teachers and setting new objectives.
- Initiate and review curriculum developments focussed on raising attainment in identified subjects/key stages.
- Continue to take an active interest in your own CPD and that of others.
- Define and agree appropriate improvement targets for the department.
- Deputise for Head of Faculty when and where appropriate.

Behaviour and Safety

- Responsible for assisting in ensuring high standards of behaviour and attitude within the faculty.
- Ensure optimum conditions for effective teaching and learning prevail.

Accountability

- Accountable for the standards of achievement (attainment and progress) of all students in identified subjects or key stages within the faculty.
- Ensure that appraisal arrangements are executed appropriately.
- Accountable for the effective implementation of the relevant sections of the faculty improvement plan.
- Accountable for the standards of teaching within identified subjects (or key stages) within the faculty and where appropriate the whole faculty.
- Accountable for supporting in ensuring a positive, purposeful and productive team spirit within the department.
- If required, line management responsibility, substantial direct and indirect

responsibility for teaching and support staff.

- Accountable and responsible for supporting the well-being of all teachers of your subjects.

Flexibility

The above represents a broad outline of the specific duties and responsibilities currently attached to the role of 2nd in Faculty. Depending on the needs of the academy, these may be altered from time to time in consultation with the Headteacher.