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| <b>Salary:</b>                  | FCAT Teacher's Pay Scale |
| <b>Responsible to:</b>          | Subject Leader           |
| <b>Date of Job Description:</b> | November 2021            |

## Purpose of the Role:

- Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).
- 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/ Form Tutor.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth

## 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.

### **Teaching and Learning**

1. To undertake an appropriate programme of teaching in accordance with the duties of a main scale teacher as set in the School Teachers' Pay and Conditions document, other current educational and employment legislation and the school's Articles of Government.
2. 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.
3. To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
4. To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
5. To ensure that Literacy and Numeracy are reflected in the teaching/learning experience of students.
6. To ensure a high quality learning experience for students which meets internal and external quality standards.
7. 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.
8. To undertake assessment of students as requested by external examination bodies, departmental and school procedures.
9. To mark, grade and give written/verbal and diagnostic feedback as required.
10. To assist the Subject Lead to monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring

11. that follow-up procedures are adhered to and that appropriate action is taken where necessary.
12. To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description
13. To contribute to PSHE as required.
14. Play a full part in the life of the school community, support its distinctive mission, vision and ethos, and encourage and ensure students follow this example.
15. Act as a role model for others through the setting of high personal standards of classroom practice in order to develop a stimulating and challenging learning environment which secures effective learning and provides high standards of achievement, behaviour and discipline.
16. Have a key role in promoting an atmosphere conducive to effective teaching and learning ensuring that pupils are exposed to the highest quality teaching.
17. To support the Subject Lead in the preparation and delivery of schemes of work for all year groups in order to promote continuity, breadth, balance and progression in pupils' learning, ensuring that each pupil has the opportunity to maximize her/his potential.
18. Take responsibility for pupil behaviour and ensure that relationships between staff and pupils are harmonious leading to highly productive and well-motivated classes.
19. Ensure that differentiated teaching materials are available and, in the case of pupils who are identified as gifted and talented (G&T) and with special educational needs (SEN), that individual education plans (IEP) for pupils with SEN are in use.

## **Curriculum**

1. Plan and prepare lessons in line with subject schemes of work, using appropriate teaching methods and resources.
2. Mark and monitor students' class and homework providing constructive oral and written feedback, and setting targets for students' progress and putting in interventions as necessary.
3. Contribute to the development of schemes of learning and Subject/Faculty/PSHE policies.

4. Undertake rigorous form tutoring/PSHE lessons, making planned and effective use of all teaching and tutoring time.
5. To assist the Subject Leader, and the School Leadership team, to ensure that the subject area provides a range of teaching which complements the school's strategic objectives.
6. Set high expectations for students' behaviour, establishing and maintaining a good standard of discipline.

### **Students**

1. Undertake student supervisory duties and cover for absent colleagues in line with school procedures.
2. Operate school and subject rewards policy.
3. Assess and record each student's progress, including through observation, questioning, testing and marking.
4. Make every reasonable effort to ensure delivery of the school's Home School Agreement.

### **Monitoring**

1. Understand and make effective use of national, local and school data to set clear targets for students' achievement and to monitor progress.
2. Meet tracking and reporting deadlines.
3. Contribute to Subject monitoring of the assessment of students.
4. Keep Subject Leads and Form Tutors informed about student progress and behaviour and action taken

## **Communication**

1. Contribute to meetings and discussions about teaching methods, schemes of learning, student progress and Subject policies
2. Keep parents and line managers informed about student progress/concerns and action taken
3. Attend relevant parents' evenings
4. Maintain familiarity with statutory assessment and reporting requirements and know how to prepare and present informative reports to parents
5. Where appropriate, to communicate and co-operate with persons or bodies outside the school.

## **Performance Management**

1. Review own professional development and identify training needs
2. Take part in rigorous and effective performance management arrangements

## **Budgets/Resources**

1. Monitor appropriate expenditure
2. Identify resource needs
3. Operate stock control system
4. Keep subject and form rooms tidy and have effective displays
5. Follow agreed safety procedures for the Subject

## **Other Duties**

1. To make a substantial and sustained contribution to the school.
2. To continue to meet standards and to grow professionally by developing subject expertise.

## Key Challenges and Targets

- A large majority of students in the teacher's English sets achieving, or forecast to achieve, their GCA English targets.
- Teaching is consistently at least a 'good' standard, and that at least 'good' challenge, in-lesson progress, marking and feedback are consistently evident.