



## Teacher – Job Description

<b>Reporting to</b>	Head of Faculty
<b>Responsibility Level</b>	Responsibility level related to experience
<b>Location</b>	Grace Academy, Wigston Road, Coventry, CV1 2RH
<b>Job Purpose</b>	<ul style="list-style-type: none"> <li>• To deliver high quality teaching and excellent learning outcomes and create a climate where students achieve their potential.</li> <li>• Participate in the creation of Faculty schemes of work, lesson plans and related resources.</li> <li>• To contribute to the development of e-learning to support subject delivery and enhance the learning and teaching experiences of all students.</li> <li>• To ensure all students achieve their full potential and targets.</li> </ul>
<b>Main Duties</b>	<ul style="list-style-type: none"> <li>• To provide programmes of study suitable for all students in teaching groups and to maintain high standards of work, discipline and conduct in accordance with overall Academy policies.</li> <li>• To encourage students, through the effective use of a variety of resources, differentiated learning and the maintenance of a good learning environment.</li> <li>• To acquire the skills and develop an understanding of the subject, teaching pedagogy and the theories of learning.</li> <li>• To liaise with other teachers, attend meetings of staff and contribute to the general development of the subject.</li> <li>• To operate regular and effective assessment for learning and monitoring procedures, maintain an efficient record system and advise the Head of Faculty on student progress.</li> </ul>
<b>Specific Duties</b>	<ul style="list-style-type: none"> <li>• To produce differentiated lesson plans to support the delivery of stimulating and existing lessons that will motivate and enthuse students.</li> <li>• To use ICT effectively to support the delivery of lessons as appropriate.</li> <li>• To use a variety of teaching and learning strategies to ensure that all learning styles (visual, auditory, kinaesthetic are catered for).</li> <li>• To provide students with regular assessment opportunities, use assessment for learning and provide them with quality feedback.</li> <li>• To set students challenging but achievable targets.</li> <li>• To provide pastoral care, appropriate to the needs of each student and to maintain high standards in accordance with overall Academy policies.</li> <li>• To encourage students to develop positive attitudes to each other, members of staff, their families, the Academy and their environment.</li> <li>• To liaise with other teachers, attend meetings of staff and contribute towards the provision of effective pastoral care.</li> <li>• To monitor the academic and social development of students and maintain an efficient record system.</li> <li>• To carry out a share of supervisory duties in accordance with the published schedules.</li> <li>• To participate in appropriate meetings with colleagues and parents.</li> <li>• To participate in Performance Management arrangements.</li> <li>• To show care and concern for all students, members of staff and the Academy environment.</li> <li>• To contribute to the wider aspects of Academy life, including liaison with parents and external agencies and to provide support for Academy policy within the community.</li> <li>• To contribute to the effectiveness of the Academy's organisation.</li> <li>• To review annually the preceding year's work and agree targets, aims and objectives.</li> <li>• Maintain awareness and knowledge of contemporary trends, developments, theory and</li> </ul>

	<p>methods in the transformation of teaching and provide suitable leadership and interpretation to Governors, Leaders, Managers and staff within the Academy.</p> <ul style="list-style-type: none"><li>• To carry out any other reasonable duties as directed by the Governors or Principal.</li></ul>
<b>Qualifications and Key Skills</b>	Qualified Teacher Status.

**Teacher – Person Spec**

	Essential	Assess Criteria By: A/I/E/R*	Desirable	Assess Criteria By: A/I/E/R *
Knowledge and Experience	<ul style="list-style-type: none"> <li>• Qualified Teacher Status, or working towards QTS</li> <li>• Degree or equivalent</li> <li>• Experience of teaching at Key Stage 3, 4 and 5</li> <li>• Can demonstrate an understanding of providing effectively for the individual needs of all students through the use of appropriate learning strategies and classroom management</li> <li>• Has knowledge and understanding of curriculum syllabus requirements at the appropriate key stages</li> <li>• Has knowledge and understanding of the monitoring, assessment, recording and reporting of pupils' progress</li> <li>• Understands the statutory requirements of legislation concerning Equal Opportunities, Health &amp; Safety, SEN and Child Protection</li> <li>• Understands the importance of positive links and relationships within school and with all its stakeholders</li> <li>• Can demonstrate awareness of latest developments in effective teaching and learning styles.</li> </ul>	<p>A</p> <p>A</p> <p>A</p> <p>I/E</p> <p>A/I/E</p> <p>A/I/R</p> <p>A/E/I</p> <p>A/I/R</p> <p>A/E</p>	Can demonstrate ongoing success in student outcomes	A/R
Skills and Attributes	<ul style="list-style-type: none"> <li>• Is able and willing to promote the Academy's aims and Christian ethos positively, and use effective strategies to monitor motivation and morale of students and staff</li> <li>• Can show a record of good teaching and learning practice and outcomes</li> <li>• Can develop good personal relationships within and across teams</li> <li>• Is able to establish and develop positive and productive relationships with parents, governors and the community</li> <li>• Has the ability to communicate effectively to a variety of audiences</li> <li>• Understands the importance of, and is able to create a happy, challenging and effective learning environment</li> <li>• Is approachable, committed, empathetic, enthusiastic, organised, patient and resourceful.</li> </ul>	<p>A/I</p> <p>A</p> <p>A/E/R</p> <p>A/R</p> <p>A/I/E/R</p> <p>A/E</p> <p>I/E</p>	<ul style="list-style-type: none"> <li>• Can show a record of outstanding teaching and learning</li> <li>• Can demonstrate student progress significantly above average</li> </ul>	<p>A/R</p> <p>A/R</p>

\* A = Application  
I = Interview  
E = Exercise  
R = Reference