



## Job Description

<b>Job Title:</b>	<b>Teacher</b>
<b>Location:</b>	<b>Bexleyheath Academy</b>
<b>Hours of work:</b>	<b>Full Time</b>
<b>Reports to:</b>	<b>Faculty Director/SLT Link</b>

## Purpose of the Role:

Carrying out 'the duties of a school teacher' as set out in the School Teachers Pay and Conditions document

To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

## Responsibilities:

### **Teaching**

- To teach a number of classes of varying ages and abilities.
- To plan and prepare lessons appropriate to the different abilities of students, including students with special educational needs.
- To teach within the Department/Faculty as required and, where appropriate, to the whole 11-16 range.
- To assess and mark students' work in accordance with the school and faculty policies and National Curriculum requirements.
- To create an orderly atmosphere for learning within the classroom.
- To maintain a pleasant learning environment for students.

### **The Curriculum**

- To follow the department/Faculty scheme of work.
- To assist the Faculty in preparation of resources and the scheme of work.
- To prepare coursework for moderation purposes, where appropriate.
- To use relevant technology where appropriate.
- To attend Department/Faculty meetings as published.
- To attend subject evenings for Parents as appropriate.
- To take part in the reporting arrangements to parents.
- To contribute to the development and production of teaching materials/resources within the Department/Faculty as appropriate.
- To be responsible for registration procedures including information on attendance returns.

### **Pastoral Responsibilities**

- To be a tutor or attached tutor to a particular year group.
- To attend Year team meetings as published in the school calendar.
- To attend parents' evenings as published in the school calendar.
- To be involved in the planning and delivery of the Tutorial Programme.
- To be responsible for registration procedures including information on attendance returns.





### **General Responsibilities**

- To participate in the professional development arrangements within the school.
- To be aware of all policies and procedures relating to the school specifically in the school handbook and weekly bulletin.
- To attend briefings and staff meetings as published in the school calendar.
- To be aware of and observe relevant Health and Safety practices.
- To assist with school detentions as appropriate.
- To undertake weekly duties as arranged.
- To attend the 5 Whole School training days throughout the year [part-time staff on a pro rata basis].
- To cover for absent colleagues according to agreed procedures.
- To undertake such other duties as may from time to time be reasonably assigned by the Principal.

### **General SEND responsibilities**

- The progress and development of every pupil in their class, including those with SEND
- Adapting teaching and curriculum for pupils with SEND and incorporating guidance provided by the SENDCo and external professionals.
- Working closely with any additional adults to assess, plan, do and review support and interventions for each pupil with SEND in their class
- Working with the SENDCO to review each pupil's progress and development and decide on any changes to provision
- Setting high academic and behavioural expectations for all pupils, including SEND pupils and supporting their achievement.
- Identify pupils with SEND in their class.
- Engage in on-going SEND CPD offer

### **Our values:**

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

### **Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Teachers' Pay and Conditions.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive



5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

### **Safeguarding**

Academies Enterprise Trust and all of our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is inline with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.

### **Equality, Equity, Diversity and Inclusion**

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.



**Person Specification**

**Job Title: Teacher**

<b>General heading</b>	<b>Detail</b>	<b>Essential requirements:</b>	<b>Desirable requirements:</b>
<b>Qualifications</b>	Qualifications required for the role	<ul style="list-style-type: none"> <li>• Qualified Teacher Status.</li> <li>• Evidence of a balanced programme of training relating to the specialist subject.</li> <li>• Evidence of a good understanding of the National Curriculum in the subject specialism in Key Stages 3 and 4.</li> <li>• Good numeracy and literacy skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Good Honours degree</li> </ul>
<b>Knowledge/Experience</b>	Specific knowledge/experience required for the role	<ul style="list-style-type: none"> <li>• Understanding of relevant research and best practice relating to the teaching and learning of subject area, particularly the strategies which deliver the most impact in the classroom.</li> <li>• Record of success as a classroom teacher or in the case of an NQT, in teaching practice.</li> <li>• Evidence of a commitment to play a full and active part in the life of the school.</li> <li>• Good understanding and ability to use relevant equipment / technology.</li> <li>• Ability to work constructively as part of a team.</li> <li>• Ability to relate well to children and to adults.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of involvement in extracurricular activities</li> </ul>
<b>Skills</b>	Line management responsibilities (No.)	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>



	Forward and strategic planning	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
	Budget (size and responsibilities)	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
	Abilities	<ul style="list-style-type: none"> <li>• The ability to motivate students.</li> <li>• The ability to deal fairly, sensitively and firmly with students.</li> <li>• The ability to establish good working relationships with students, staff and parents.</li> <li>• The ability to work as a member of a team and to contribute to that team in a creative and purposeful manner.</li> <li>• A good level of ICT skills and the ability to make effective use of ICT in the classroom.</li> <li>• Demonstrate effective communication skills to a variety of audiences.</li> <li>• Ability to create a happy, challenging and effective learning environment.</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>Personal Characteristics</b>	Behaviours	<ul style="list-style-type: none"> <li>• Customer focused.</li> <li>• Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.</li> <li>• Open, honest and an active listener.</li> <li>• Takes responsibility and accountability.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>



		<ul style="list-style-type: none"> <li>● Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.</li> <li>● Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.</li> <li>● Is committed to the provision and improvement of quality service provision.</li> <li>● Is adaptable to change/embraces and welcomes change.</li> <li>● Acts with pace and urgency being energetic, enthusiastic and decisive.</li> <li>● Has the ability to learn from experiences and challenges.</li> <li>● Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills</li> </ul>	
	Values	<ul style="list-style-type: none"> <li>● Ability to demonstrate, understand and apply our values               <ul style="list-style-type: none"> <li>○ Be unusually brave</li> <li>○ Discover what’s possible</li> <li>○ Push the limits</li> <li>○ Be big hearted</li> </ul> </li> </ul>	



**Special Requirements**

- Successful candidate will be subject to an enhanced Disclosure and Barring Service Check
- Right to work in the UK
- Show a commitment to promoting the welfare and safeguarding of children and young people
- Show a commitment to providing a fair, equitable and mutually supportive learning and working environment for our children & young people and staff

