

Title of Job: Teacher {Main Pay Scale}

Department: Member of designated Learning Community

PERSON REPORTS TO: Learning Community Leader

PURPOSE OF JOB:

You will be required to carry out the duties of a schoolteacher as set out in the current Schoolteachers Pay and Conditions document.

EQUAL OPPORTUNITIES

COLA-I has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.

DUTIES AND RESPONSIBILITIES:

Teaching Responsibilities:

- I. Teach designated specialist subject(s) as required at all levels to whole classes and groups of students, working both independently and, where required, as a member of a larger teaching team.
- II. Follow Learning Community syllabuses and Schemes of Work for each teaching group.
- III. To plan lessons and Schemes of Work and to ensure the teaching materials and methodologies aim to:
 - a) develop the full potential of every student;
 - b) value the skills, interests and experiences which students bring to the Academy;
 - c) promote students, independence and control over their own learning;
 - d) develop the use of the community as a valuable learning resource;
 - e) recognise and develop a wide variety of practical, oral, personal, social and academic skills;

Assessment and Reports:

- I. To monitor and record student achievement, in line with the Academy's and Learning Community's policy on assessment. This will include keeping students, parents and senior staff informed of student progress, through the writing of reports/profiles/records of achievement, student appraisal, and attendance at parents' meetings, Academic Reviews and other forms of parental liaison.
- II. To keep up-to-date records of students' punctuality, attendance, work done and ALA set, according to the Academy's policy.
- III. To provide or contribute to oral and written assessment, reports and references relating to individual students and groups of students.

Other Activities:

- I. To be a form tutor (or other term) and play a full part in the support of students.
- II. Liaise with Learning Community Leaders, Student Achievement Leaders, and members of the Inclusion Team on matters of concern.
- III. Provide guidance and advice to students on educational and social matters and on their further education and future careers, including information about resources of more expert advice on specific questions; making relevant records and reports.
- IV. Play an active role in Learning Community, identify personal development issues and INSET needs and discuss these with appropriate staff.
- V. Play a full and active part in the pastoral dimension of the Academy.
- VI. To communicate and consult with the parents of students.
- VII. To communicate and co-operate with persons or bodies outside the Academy.
- VIII. To play a part in the overall organisation and development of the Academy. This could be done in a variety of ways, but will include contributing to various staff meetings and working groups.

Cover and External Examinations:

- I. To play a part in the implementation of Academy's policies with respect to:
Equal Opportunities/educational inclusion.
general school duties;
cover for absent colleagues;
organisation of examinations
- II. To participate in arrangements for preparing students for external examinations, assessing students for the purposes of such examinations and recording and reporting such assessments; and participating in arrangements for student presentation for, and conducting such examinations.

Administration:

- I. To take on specific responsibilities concerned with the Learning Community and/or supporting and developing the curriculum. (These tasks to be defined by the Leader of the Learning Community).
- II. Attend (assemblies), registering the attendance of students and supervising students, whether these duties are to be performed before, during or after Academy sessions.

Performance Management:

- I. Participate in Performance Management arrangements made in accordance with regulations.

Review, induction, further training and development:

- I. Review continually your methods of teaching and programmes of work.
- II. Participate in arrangements for your further training and professional development as a teacher including undertaking training and professional development which aim to meet the needs identified in appraisal objectives and or in appraisal statements.
- III. In the case of a teacher serving an induction period pursuant to the Induction Regulations, participating in arrangements for your supervision and training.
- IV. Advise and co-operate with the Principal and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

Discipline, Health and Safety;

- I. Maintaining good order and discipline among the students and safeguarding their Health and Safety, when they are in classroom, on corridors or play areas, when they are authorised to be on the Academy premises and when they are engaged in authorised Academy activities elsewhere.

PPA time:

A Teacher shall be allowed as part of the 1265 hours (PPA time) to enable them to carry out their duties, planning and preparing courses and lessons, assessing, recording and reporting on the development, progress and attainment of students and assessments and reports.

- The Academy expects all members of staff to support and promote the Every Child Matters agenda.
- The Academy expects all staff to become involved in Agreed Learning Activities (ALA) and other curriculum enhancement activities.
- Teachers shall carry out any direction which may reasonably given to them from time to time by the Principal/or the Academy.