THINKING SCHOOLS ACADEMY TRUST

The Portsmouth Academy

Teacher of Music & Drama

Job Description

This Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Level: **TSAT Teacher Scale T1 - T10**

Post title: **Teacher**

Purpose:

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and to support a designated curriculum area as appropriate.
- To monitor and support the overall progress and development of pupils as a teacher/form tutor.
- To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential and celebrate that achievement.
- To contribute to raising standards of pupil attainment.

Reporting to:

- Curriculum Leader: (relevant Faculty)

Responsible for:

- A full learning experience, guidance and support for pupils.

Liaising with:

- Senior staff, teaching/support staff and parents.

Working time:

- 195 days per year / 1265 directed hours (full time).

Salary/Grade:

- T1 – T10

Disclosure level:

- Enhanced.

CORE RESPONSIBILITIES

Teaching:

- To teach pupils according to their educational needs, including the setting and marking of work to be carried out by the pupils in school and at home.
- To assess, record and report on the attendance, progress and attainment of pupils and to keep such records as are required.
- To provide, or contribute to, oral and written assessments relating to individual pupils and groups of pupils.
- To ensure that Literacy, Numeracy, Citizenship and thinking skills are reflected in the teaching and learning experience of pupils.
- To ensure the effective/efficient deployment of classroom support.
- To prepare and update learning materials.
- 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.
- To communicate as appropriate, (telephone, letters home etc.) with parents of pupils to keep them updated as to the pupils progress within the subject area.

Staff Development:

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas, including subject knowledge and teaching methods.
- To engage actively in the Performance Management Review process.
- To work as a member of a designated team and to contribute positively to effective working relations of that team and within the school as a whole.

Curriculum Provision:

- To assist the Curriculum Leader to ensure that the curriculum area provides a range of teaching that complements the school's aims and School Development Plan objectives.

Pastoral System:

- To be a Form Tutor to an assigned group of pupils.
- To promote positive emotional health and well being to help pupils to understand and express their feelings and build their "habits of excellence", and therefore their capacity to learn.
- To register pupils, accompany them to assemblies and help supervise them, encourage their full attendance at all lessons and their participation in other aspects of school life.
- To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved.

- To apply the systems of rewards and behaviour management, both in and out of class, so that effective learning can take place.

Marketing and Liaison:

- To take part in activities such as Open Evenings, Parents' Evenings and liaison events with partner schools.

Quality Assurance:

- To be a part of the school quality processes and to accept and act upon feedback.

OTHER SPECIFIC DUTIES

- To play a full part in the life of the school community to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.
- To promote actively the school's corporate policies, aims, objectives and development plan.
- To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate.
- To actively engage in the published duty rota.

Whilst every effort has been made to explain the main duties and responsibilities of the post, other duties may be expected as commensurate with the salary scale of the appointee.

Ref: Job Descriptions Academy/Teacher