

**ORMISTON SUDBURY ACADEMY  
JOB DESCRIPTION**

Job Title:	Main Scale Teacher of Business and ICT
Accountable to:	Head of Faculty

**VISION AND PURPOSE**

1. Teachers will work with the Principal and the Senior Leadership Team to ensure that the aspirations and aims of the Academy are achieved and Teachers' Standards are met to at least a good standard.
2. In common with the other members of staff, teachers will have a responsibility to promote the ethos and culture of the Academy, to undertake a range of organisational and supervisory duties and to discharge routine functions such as taking registers, dealing with routine administrative functions, dealing with student behaviour issues in order to ensure the smooth day to day running of the Academy;
3. Teachers will also have a responsibility to liaise with colleagues at other Ormiston Academies to support strategic development, share good practice and plan collaborative activities.
4. All teachers will be required to be Tutors.
5. The Tutor has the key role of managing the pastoral and academic welfare of all members of the tutor group. They are the first and most regular contact for students, parents/carers and subject staff. The Tutor is expected to be aware of the key learning issues and to monitor continuity for students.

**RESPONSIBLE FOR:**

Teachers are responsible for fulfilling Teachers' Standards and UPS standards where applicable and the following key duties:

Key Duties	Key Elements
<b>Plan, teach and assess students' work</b>	<ul style="list-style-type: none"> <li>• Prepare and teach lessons, ensuring curriculum coverage, according to students' individual needs.</li> <li>• Plan every lesson using clear differentiation and personalisation.</li> <li>• Conscientiously mark students' work according to the marking and assessment policies.</li> <li>• Record and report on students' progress and attainment – educational, social and personal. Input correct data in line with policy and to deadlines.</li> <li>• Provide a well-organised, safe and stimulating classroom environment.</li> <li>• Engage in standardisation and moderation.</li> </ul>

Key Duties	Key Elements
<b>Maintain positive working relationships with students, colleagues, parents and the wider community.</b>	<ul style="list-style-type: none"> <li>• Maintain good order and discipline among students and safeguard their health and safety, both on academy premises and when they are engaged in authorised academy activities elsewhere.</li> <li>• Participate in meetings relating to curriculum, academy administration or organisation and to implement policies and guidelines agreed by staff.</li> <li>• Communicate, consult and establish effective partnership with students' parents.</li> <li>• Communicate effectively with relevant persons or bodies outside the Academy</li> <li>• Develop effective links with the local community</li> </ul>
<b>Participate in self-development</b>	<ul style="list-style-type: none"> <li>• Participate in self-appraisal and performance management within agreed academy frameworks.</li> <li>• Participate and engage in further training and professional development as a teacher.</li> <li>• Review teaching methods and programmes of work.</li> </ul>
<b>Undertake wider role of teacher</b>	<ul style="list-style-type: none"> <li>• To supervise, and so far as practicable, teach any students whose teacher is not available to teach them in line with national agreements.</li> <li>• Attend and supervise assemblies.</li> <li>• Register students' attendance.</li> <li>• Model professionalism and integrity at all times.</li> <li>• Create a positive ethos in the Academy by enthusiasm and by promoting a love of learning and thirst for knowledge.</li> </ul>

6. Teachers will be responsible for carrying out the duties of Tutors as detailed below:

### **Management**

- Set high expectations of progress, behaviour, dress, attendance and punctuality.
- Motivate through praise and positive reinforcement.
- Deal with all matters/referrals promptly and use data to set targets for improving behaviour.
- Accurate marking of attendance register.
- Close monitoring and validation of student attendance and punctuality.
- Monitoring of student planner.
- Dissemination of academy-student-home communication.
- Help to improve poor attendance by other support through the use of data.

### **Support, Welfare and Guidance**

- Show a personal interest in individuals and express belief in the tutor group, year and House systems.
- Model exemplary behaviour and respect.
- Promote a tutor group, year and House identity, a sense of belonging.
- Screen the group for help, wellbeing, safeguarding and child protection issues.
- Liaise with parents/carers/SLT/outside agencies as necessary.

## Values:

- Identification with academy ethos and community.
- Participation in a range of activities and extracurricular pursuits.
- The celebration of diversity.
- Promote British Values.
- Challenges to prejudice and deals with incidences of bullying immediately.
- Student understanding and adherence to Academy routines and policies.
- Student opinions on aspects of Academy life (through tutor time and Student Voice)

## Academic Mentoring

The Tutor as a Mentor:

- Foster interest in learning and personal development.
- Maintain up to date overview of student progress, including the use of data to help improve achievement.
- Prepare fully for Parent/Carer communication.
- Liaise with subject staff/leaders/parents/carers regarding student progress as required.

## PERFORMANCE MANAGEMENT:

Teachers are to participate in the Academy's arrangements for performance management, professional development and the Academy's arrangements for quality assurance and internal verification.

## CONTEXT

All staff are part of a whole academy team. Each individual is required to support the values and ethos of the Academy and academy priorities as defined in the Academy Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a busy environment.

**Due to the nature of this job, it will be necessary for the appropriate level of Criminal Record Disclosure to be undertaken. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, post holders are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act, and any failure to disclose such convictions will result in dismissal or disciplinary action by the Academy. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this post.**

This statement is in addition to, and an amplification of, the duties and responsibilities laid down in the National Teachers Conditions of Service.