



## JOB DESCRIPTION

**NAME:**

**POST:** Creative Design Teacher

**GRADE:** Mainscale – UPS

### Relationships

The post holder is accountable to the Principal and the Senior Leadership Team in all matters relating to this post. All staff are ultimately responsible to the Chief Executive Officer (CEO). The post holder will work closely with team members and support the team when necessary.

### Purpose

To carry out effectively the duties of a teacher and school leader as set out in the current School Teachers' Pay and Conditions document and in this academy's teacher's job description and to meet the standards expected of a qualified teacher.

### Main duties & responsibilities

You are required to meet the professional standards for teachers in having a clear grasp of the expectations of this role, the post-holder should make close reference to the **Teaching Standards (DfES 2012)**. In particular you are required:

#### Within subject areas or classes in which you teach:

- To teach across the ability range under the overall direction and guidance of the Principal and those colleagues with senior and delegated leadership responsibility, particularly the Subject Leader and Head of Faculty.
- To teach classes as designated within an agreed framework of syllabus, styles and procedures including:
  - Preparing and delivering lessons according to agreed schemes of work and keeping accurate records of work and independent learning set,

- Correcting pupils' work promptly, thoroughly, carefully and in a positive way according to agreed procedures and policy,
  - Engaging pupils in the assessment process by regular feedback to individual pupils indicating the ways in which improvements and progress can be made, according to agreed time schedules,
  - Setting appropriate learning targets for students which are based on current data, and which are both shared with the students and used in continuous assessment,
  - Keeping accurate and adequate records of pupils' progress and completing reports to parents within agreed time scales and according to Faculty and school policies.
- To keep the teaching bases, facilities, resources and equipment securely and in good order, promoting an atmosphere conducive to learning.
  - To ensure that classes are managed in such a manner as to enable learning for all to take place and that the Academy Behaviour for Learning Policy and procedure is consistently applied.
  - To ensure that teaching and learning is appropriately differentiated, challenging, varied and appropriately paced.
  - To work in collaboration with the Inclusion staff in planning and delivering appropriately differentiated work to students with SEN.
  - To give advice and assistance as the Head of Faculty, and other colleagues as they might reasonably require from time to time in the understanding or administration of your area(s) of subject or teaching expertise or related matters.
  - To include digital learning within planned teaching and learning strategies as much as possible.
  - To foster close, supportive and collaborative links with colleagues within the subject area and faculty and/or within the learning stage and with those engaged in extra-curricular and cross curricular activities.
  - To direct the work and allocate tasks to technicians and subject support staff working with your class or students in accordance with the agreed faculty or learning stage schedules and schemes of work.

#### Across the academy:

- To be an efficient and effective form tutor under the guidance and direction of the Head of House and Principal.
- To be an efficient and effective member of a duty team, supervising session break non-teaching times according to rota (this does not include lunchtimes).
- To cover the classes of absent colleagues in a professional and effective manner, on an equitable basis up to a maximum of 38 hours per academic year.

- To deliver aspects of the PSHE programme during Tutor/DEAR time.
- To participate in collective celebration and assemblies.
- To contribute to and participate effectively in the cross-curricular learning programme including off timetable days and weeks each term.
- To promote and foster equal opportunities in practice in all aspects of school life.
- To uphold school regulations and discipline and to support and foster a caring and positive ethos.
- To maintain an awareness of any actual or potential risks to the safety security and welfare of the academy students and to ensure compliance with the academy's safeguarding procedures and health and safety policy and practice.
- To attend staff and parents' meetings according to the agreed schedule, as the Principal may reasonably require.
- To participate in the academy's performance appraisal process according to policy guidelines and procedures, maintaining confidentiality and discretion as appropriate.
- In addition to the timetabled teaching days each year, to attend on INSET days, notified in advance through the annual academic year calendar or at short notice in the case of emergency.
- To undertake other related and relevant tasks as required from time to time in the course of the academic year, at the request of the Principal, as part of a reasonable work schedule.

### General

- To promote and support aE's culture and encourage staff and pupils to follow this example.
- To promote and safeguard the welfare of children in your care or that you come into contact with in accordance with the Trust Child Protection and Safeguarding Policy.
- To comply with, promote and act in accordance with all Trust and academy policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality. Any issues or breaches to be reported to our Trust People Director at the earliest opportunity.
- To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to our Trust Estates Director immediately.
- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.

- To develop your effectiveness by updating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To identify and agree personal development objectives with your line manager.
- To be courteous to colleagues and provide a welcoming environment to visitors.

### Additional information

Throughout our Trust, it is our practice to vary the specific responsibilities in line with the needs of our Trust. This will be carried out in consultation with the post holder.

This is an outline job description only and the post holder will be expected to comply with any reasonable request from a manager to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this job description.

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Chief Executive Officer or nominated representative (in consultation with the post holder) to reflect the changing needs of our Trust.

Signed: ..... Date: .....  
Post Holder

One copy to be retained by member of staff and one kept on the employee's file.

**Authentic Education is committed to providing a safe, supportive and stimulating environment for all its pupils following Keeping Children Safe in Education Guidelines. This post is exempt from the Rehabilitation of Offenders Act 1974.**