



TEACHING STAFF JOB DESCRIPTION

At Manor Community Academy, all teachers must:

- 1. Set high expectations which inspire, motivate and challenge students**
 - a) Establish and maintain a safe and stimulating learning environment
 - b) Set targets and learning outcomes which stretch and challenge students of all abilities, backgrounds and dispositions
 - c) Consistently demonstrate and model the positive attitudes and behaviour which are expected of all students.

- 2. Promote good progress and outcomes by all students**
 - a) Be accountable for students' attainment, progress and outcomes
 - b) Make good use of their prior knowledge of student capabilities to plan teaching which ensures progression
 - c) Guide students to reflect upon their progress and discuss emerging needs
 - d) Demonstrate a knowledge and understanding of how students learn and use this to impact upon planning and teaching
 - e) Encourage students to take responsibility for their own learning and to be conscientious over their work

- 3. Demonstrate good subject and curriculum knowledge**
 - a) Have a secure knowledge of the relevant subject(s) and curriculum areas and be able to maintain student interest and address misunderstandings
 - b) Demonstrate a critical understanding of developments within subject and curriculum areas
 - c) Promote high standards of literacy and the correct use of standard English

- 4. Plan and teach well-structured lessons**
 - a) Ensure knowledge and understanding through the effective use of lesson time
 - b) Promote positive attitudes to learning which stimulate interest and curiosity
 - c) Set homework and plan out-of-class activities which extend student knowledge and understanding
 - d) Evaluate and reflect upon lessons and their effectiveness
 - e) Contribute to the design and provision of an engaging curriculum

- 5. Adapt teaching to respond to the needs and strengths of students**
 - a) Use differentiation appropriately including a range of different teaching techniques and resources
 - b) Understand all of the factors which can inhibit student progress including a knowledge of different SEND needs
 - c) Demonstrate an awareness of the physical, social and intellectual development of children and know how to adapt teaching according to student need
 - d) Understand the needs of all students including those of higher ability, those with English as an additional language, those with SEND and be able to utilise appropriate and distinctive teaching strategies to engage and support them

6. Make accurate and productive use of assessment

- a) Know and understand how to assess the relevant subject and curriculum area including statutory assessment requirements of external examination boards
- b) Make use of formative and summative assessment to secure student progress
- c) Use relevant data to monitor progress, set targets and plan lessons
- d) Provide students with regular feedback through accurate marking and encourage students respond to the feedback

7. Manage behaviour effectively to ensure a good and safe learning environment

- a) Have clear rules and routines for behaviour in classrooms and take the responsibility for promoting good and courteous behaviour both in classroom and around the school
- b) Follow the Rewards and Behaviour Policy
- c) Have high expectations of behaviour and establish a framework for discipline with a range of strategies including praise, sanctions and rewards which is implemented consistently
- d) Manage classes effectively using approaches which are appropriate to student needs in order to engage and motivate them
- e) Maintain good relationships with students, exercise appropriate authority and act decisively when necessary

8. Fulfil Wider Professional Responsibilities

- a) Make a positive contribution to the wider life and ethos of the school
- b) Develop effective professional relationships with colleagues and know how and when to draw upon advice and specialist support
- c) Take responsibility for improving teaching through appropriate CPD which responds to advice, guidance and feedback from colleagues
- d) Communicate effectively with parents and carers with regards to student achievement and well being

Personal and Professional Conduct

At Manor Community Academy, all teachers are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviours and attitudes which set the required standards for conduct throughout a teacher's career.

9. Uphold public trust in the profession and maintain high standards of ethics and behaviour within and outside of school

- a) Treating students with dignity, building relationships rooted in mutual respect and at all times observing the correct boundaries appropriate to a teacher's professional position.
- b) Having a regard for the need to safeguard students' well-being, in accordance with statutory provisions
- c) Showing tolerance of and respect of the rights of others
- d) Not undermining fundamental British values including democracy, the rule of law, individual liberty and mutual respect
- e) Demonstrating tolerance of those with different faiths and beliefs
- f) Ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law

- 10. Have proper and professional regard for the ethos, policies and practices of Manor Community Academy and maintain high standards in attendance and punctuality**
- 11. Understand and always act within the statutory frameworks which underpin professional duties and responsibilities**