

### **Job Description Qualified Teacher**

The Futures Trust and Hinckley Academy are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

<b>Responsible to</b>	Headteacher
<b>Grade</b>	Qualified Teacher
<b>Hours</b>	Full time
<b>Location</b>	Based at Hinckley Academy with a requirement to travel to undertake work at or for academies within the Trust

#### **Job Purpose:**

To encourage learning which allows students to achieve high standards; to share and support the corporate responsibility for the well-being, education and discipline of all students.

#### **Duties and responsibilities:**

##### **Educational Responsibilities**

1. Carry out the general duties and responsibilities of a professional school teacher in accordance with the Principal Statement of Employment Particulars and associated documents including the Teachers' Standards and School Teachers' Pay and Conditions Document.
2. Implement whole-school, cross-curricular, department and year policies.
3. Take part in scheduled meetings with colleagues and parents according to the school's published programme.
4. Share in supervisory duties according to the school's published rotas.
5. Share in cover for absent colleagues in accordance with the national guidelines and School Teachers' Pay and Conditions of Employment and subsequent statements.
6. Participate in whole-school, team and individual arrangements for her/his in service training and professional development.
7. Keep up-to-date with all school information, e.g. the weekly diary and newsletter, the staff handbook, e-mail and information sent via the pigeon-hole daily.

##### **Academic Curriculum**

Under the guidance of the Curriculum Leader and Cross-curricular Teams where appropriate:

1. Plan and prepare courses and lessons for the groups assigned.
2. Teach all students according to their educational needs. This includes the setting, marking, assessing of classwork, homework, projects, coursework and fieldwork, etc.

3. Keep records of students' attendance at every lesson as well as classwork, homework set and completed.
4. Review and evaluate work programmes.
5. Maintain good order and behaviour according to the school's policies in order to facilitate learning and safeguard the health and safety of students both in school and in any authorised school activity outside school.
6. Participate in external examinations arrangements as well as other assessment programmes.
7. Communicate with parents concerning students' progress through writing reports and/or profiles, through attending scheduled parents' meetings and, where appropriate by letter or telephone.
8. Be responsible for her/his teaching room(s) with regard to good order, health and safety, appearance and display.
9. Share in the department's work in curriculum development with regard to courses of study, teaching resources materials and methods used.
10. Take part in the school and department's methods of teaching, assessment and profiling records.
11. Be responsible for the use of all resources allocated to ensure value for money and no waste. Take responsibility for the supervision and security of rooms and all equipment.
12. Take a share in the cross-curricular work of the school.
13. Share in the responsibilities of the department.

### **Tutorial Programme and Responsibilities**

Under the guidance of the Learning Manager:

1. Keep an accurate and up-to-date tutor group register and to follow the school's procedures for dealing with students' lateness and absence.
2. Give out information and letters for students to take home, ensuring every student receives one, including any absentees.
3. Check students' Planner at least once every week for homework set and for messages from parents.
4. Check on students' school uniform (Years 7 – 11).
5. Ensure that the tutor group play a full part in School Council activities.
6. Accompany the tutor group to assemblies.
7. Collate and check the subject profiles for her/his tutor group, to summarise and comment on achievements and behaviour. Discuss the reports with students and with parents at the parent/tutor meetings.
8. Ensure that all students have a clear understanding of the 'planning' necessary for a successful learning outcome, including revision programmes.

9. Help advise students in KS3 on their KS4 courses. To help advise parents on realistic objectives for their sons/daughters. To help advise students in KS4 and the 6th Form on their further education and future careers.
10. Teach the tutor group the tutorial programme. To contribute to the development of materials and method for the programme, and to the monitoring and evaluating of its objectives.
11. Know the personal circumstances and learning abilities of each member of the tutor group so as to support and advise each student as she/he progresses through the school.
12. Provide information for referring children with special needs and if required personally taking responsibility for liaison with support agencies.
13. Ensure the most able students are identified and sufficiently challenged through the mainstream programme and extension activities.

#### **Professional Development:**

- Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role of Qualified Teacher are up to date.
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.

<b>Special conditions of employment</b>
<p><b>Rehabilitation of Offenders Act 1974</b></p> <p>This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bind-over orders and warnings being considered.</p> <p>If the jobholder is arrested, summonsed for an offence or receives a conviction a bind-over order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the School's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.</p>
<p><b>Safeguarding and Promoting the Welfare of Children and Young People</b></p> <p>The jobholder is required to follow all of the School's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.</p>
<p><b>Health and Safety</b></p> <p>The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to</p>

act. Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.

### **Confidentiality and Data Protection**

The jobholder is expected to comply with the provisions of the Data Protection Act 2018. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

### **Equality and Diversity**

The School and the Trust are committed to equality and value diversity. As such the School and the Trust are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the School and Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

### **Training and Development**

The School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development and learning, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

### **The Trust Operates a Strictly No Smoking Policy**

This applies to all School premises and those where School services are provided.

**This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.**

**This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.**

**Job description reviewed by:** Steve Toor, Deputy CEO

**Date:** November 2021