



BOUDICA SCHOOLS
TRUST

BURE PARK SPECIALIST ACADEMY

JOB DESCRIPTION

POST TITLE: Secondary Teacher

RESPONSIBLE TO: Deputy Headteacher

RESPONSIBLE FOR: The delivery of KS3 and 4 curriculum

GRADE: MPS1 to UPS3 plus SEN Allowances and Extraneous Duties Allowance

POSTHOLDER: TBC

GENERAL RESPONSIBILITIES:

1. To carry out the general and specific professional duties as set out in the School Teachers Pay and Conditions Document.
2. To maintain clear, effective and implement communication between education and care staff, and the senior management team.
3. To monitor objectively the quality of relationships between pupils, between staff and pupils, and between staff, with the constant aim of improvement.
4. To maintain good practice, be informed on current practice, and in liaison with the TLR Primary and Headteacher, implement changes in accordance with developments in the education field.
5. To be conversant with, and work towards, fulfilling the Academy's aims and objectives as laid out in that policy document.

SPECIFIC DUTIES:

1. To act as a curriculum lead in secondary:
 - To develop a clear view of the secondary curriculum working alongside the Deputy Head and its contribution to the wider curriculum of the Academy, across the secondary age range..
 - To play a major part in organising the teaching and the resources of the secondary curriculum so statutory requirements are covered:

- monitoring of teaching, learning and assessment and reporting practices.
 - contribute to the overall evaluation of work in their subjects against agreed criteria: to evaluate standards of achievement; to identify trends and patterns in pupils' performance.
 - in consultation prepare agreed written policies and schemes of work, and where required present them.
2. To be responsible for the teaching and pastoral care (in liaison with the Childcare Officers) to a specified class group.
 3. To assist in the professional development of colleagues by involvement in relevant aspects of the Academy's Staff Support and Development Programme.
 4. To establish with the teaching team appropriately high levels of expectation by setting down clear guidance for pupils for establishing good standards of behaviour and achievement within the Academy, including the careful presentation of work and the care of books and equipment.
 5. To take and participate in Teaching Meetings with colleagues in the development and implementation of changes in policies, syllabuses, materials and schemes of work especially in the context of the whole Academy curriculum.
 6. To carry out a share of supervisory duties in accordance with published rosters.
 7. To participate in meetings with colleagues and parents.
 8. To take part in the initial Norfolk Steps training and in addition to participate in advanced Norfolk Steps training as directed by the Headteacher.

WORKING TIME:

This job description allocates responsibilities and duties but does not direct the particular amount of time to be spent on carrying them out and no part of it may be construed. In allocating time to the performance of responsibilities and duties the post holder must use directed time in accordance with the School Teachers Pay and Conditions Document and the Trust's policies and the Academy's plans on the use of time.

The carrying out of residential duties is a requirement of the post (in accordance with nationally agreed rates and conditions), and is paid pro-rata for an average of up to 15 hrs per week during term time. Currently teachers work no more than 8 hours per week. This will be agreed with the Headteacher on a termly basis.

REVIEW:

The job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the post holder through the Academy's Staff Support and Development Programme. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties.