



Excelsior Academy

September 2007

Excelsior Academy Job Description

Job Title: Second Level Teacher

The Job Description for a Second Level Teacher at Excelsior Academy is an Academy Wide Job Description and therefore standard across all schools within The Academy.

Practice in the interpretation of Academy wide policies may vary between schools. This will not affect the Job Description of any Second Level Teacher who will be expected to work to the direction of The School Principal of the school(s) where s/he is allocated.

All teachers at Excelsior Academy will be expected to work co operatively with all other colleagues in all Academy staff teams.

This job description has been developed in accordance with The School Teachers' Pay and Conditions Document 2006 and the new National Standards for School Teachers issued by the DCFS in August 2007.

All Second Level teachers will work for 1265 hours through 195 days, of which 190 days will be days that s/he will be required to teach pupils in addition to carrying out other duties as directed by The Executive Principal of The Academy.

Purpose of all teachers at Excelsior Academy:

- To positively contribute to raising standards of attainment and achievement for all pupils at Excelsior Academy in all aspects of Academy life through providing high quality teaching and high quality support and guidance to all pupils in their care, through fully utilising their skills, talents, knowledge and expertise and through setting a positive example in their own professional behaviour.

Principal Responsibilities for Second Level Teachers at Excelsior Academy

- To raise standards of attainment and achievement for all pupils allocated to them, in all aspects of Academy life, through providing high quality teaching and high quality support.
- To prepare pupils for external examinations and have up to date knowledge and understanding of the different types of qualifications and specifications and their suitability for meeting the needs of students.
- To support the ethos, values and aims of the community of Excelsior Academy and to positively promote the work of the Academy within the Academy and throughout the wider community it serves..

- To contribute significantly to implementing all policies of the Academy and promote collective responsibility for their implementation
- To comply with the Academy's Health and Safety policy and undertake appropriate risk assessments
- To contribute to ensuring the health and safety of all pupils through managing and supervising their safety at all times
- To have high expectations of yourself and of all pupils and to act as a positive example to pupils within the Academy environment
- To contribute to the evaluation and monitoring of the Academy curriculum
- To promote collaboration and work as a team member and to contribute positively to effective working relationships within the Academy
- To engage actively in Performance Management and Professional Development and to take responsibility for your on going development in your role as a teacher at Excelsior Academy.
- To contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice and providing advice and feedback.

Main Duties for Second Level Teachers

Teaching and Learning

- To raise standards of attainment and achievement through working to the direction of the School Principal, of the school (s) where you are allocated, having regard for the curriculum, assessment recording and reporting of the school(s).
- To maintain a well developed knowledge of the appropriate curriculum area including related pedagogy and how to progress learning.
- To demonstrate teaching skills which lead to learners achieving well, relative to their prior attainment and comparing favourably to similar learners nationally.
- To use and adapt a range of teaching learning and behaviour management strategies in order to personalise learning.
- To plan prepare and deliver courses and lessons appropriate to the individual needs and abilities of all pupils, demonstrating an ability to be flexible, creative and adept at designing learning sequences that are matched to learning objectives and the needs of individual learners and which integrate recent developments including subject/ curriculum knowledge
- To teach according to their educational needs, all assigned pupils including the setting and marking of work to be carried out by pupils within The Academy and elsewhere.
- To demonstrate that on going planning reflects effective monitoring of the progress of each individual child.
- To demonstrate extensive knowledge and good understanding of the assessment requirements and arrangements for the subject(s) taught including external examinations and qualifications.

- To assess, record and report on the development, progress and attainment of pupils in accordance with Academy policy and the practice of the school(s) within The Academy where you are allocated.
- To keep appropriate records in accordance with Academy policy and practice with the school(s) where you are allocated
- To provide data and information regarding all aspects of the progress of all pupils you are assigned to teach in order to contribute to pupils' regular coaching/mentoring sessions.
- To provide guidance and advice to pupils on educational and social matters and on their further education and future careers and make relevant records and reports.
- To contribute to school and whole Academy planning activities
- To assist with the monitoring and evaluation of teaching and learning including subject delivery, including for example work scrutiny, resource audits and data analysis
- To encourage and maintain high standards of behaviour and discipline in order that effective learning can take place, and good relationships can be formed within the Academy community and to follow the Academy's procedures where pupils fail to co operate with our expectations.
- To work effectively with support staff
- To develop your own subject knowledge and expertise, keeping up to date with national developments, teaching practice and methodology to support pupils in achieving high standards
- To manage classroom resources effectively
- To play a leading and active role in working with colleagues to develop the quality of learning areas of The Academy.
- To participate in meetings organised through The Academy for the purpose of raising standards of attainment and achievement including meetings with parents/carers or appropriate bodies.

Pupil Welfare and Development

- To provide high quality support, guidance and advice to pupils on educational and social matters and make records and reports in accordance with Academy Policy and the practice of the school where you are allocated.
- To provide high quality support, guidance and advice to students on their further education and future careers and make records and reports in accordance with Academy Policy and the practice of the school where you are allocated.
- To make records and reports on the personal and social needs of pupils in accordance with academy policy and the practice of the school where you are allocated.
- To support and advise other colleagues in matters pertaining to the welfare and development of students.

- To communicate and consult with parents in accordance with Academy policy and the practice of the school where you are allocated.
- To provide coach/ mentor support to pupils allocated to you in accordance with Academy policy and the practice of the school where you are allocated.
- To encourage students to develop high quality learning behaviour in order that effective learning can take place and good relationships can be formed within the Academy community.
- To follow the Academy's procedures and the practice within the school where you are allocated, when pupils fail to co operate with the expectations of the Academy.
- To contribute to ensuring the health and safety of all pupils through taking a high profile role in managing and supervising their safety at all times including coming in to The Academy and leaving The Academy, moving between lessons and break times
- To participate in meeting organised through The Academy for the purpose of pupil welfare and development
- To participate in meetings with parents/carers or appropriate bodies for the purpose of enhancing pupil support.

Resources

- To prepare high quality resources appropriate to raising standards
- To maintain resources in good quality condition
- To identify resources appropriate to the various learning needs of pupils and advise colleagues as appropriate
- To support colleagues in selecting and developing appropriate resources.

Professional Development

- To participate in the Academy's Appraisal and Performance Management
- To participate in training identified to enhance your development as a teacher at Excelsior Academy
- To take responsibility for your on going development in your role as a teacher at Excelsior Academy
- To contribute advice and support to enhance the professional development of other colleagues as appropriate.

Other Duties

- To carry out any other duties in accordance with the expectations of a second level teacher at the reasonable request of The Executive Principal of Excelsior Academy

All teachers must act in compliance with data protection principles in respecting the privacy of personal information held by the Academy.

All teachers must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Academy records and information.

All teachers must carry out his/her duties with full regard to the Academy's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Academy Policies.

All teachers must comply with the Academy's Health and Safety rules and regulations and with Health and Safety legislation.

P. M. Marshall
Executive Principal

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