



# Excelsior Academy

**September 2007**

## **Job Title: First Level Teacher**

The Job Descriptions for First Level Teachers at Excelsior Academy is an Academy Wide Job Descriptions and are 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 First Level Teacher who will be expected to work to the direction of The School Principal of the school(s) where s/he is allocated.

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 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 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.
- 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 positively contribute to and follow all policies of the Academy
- 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 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

### **Main Duties for 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 are allocated, having regard for the curriculum, assessment recording and reporting of the school(s).
- To plan prepare and deliver courses and lessons appropriate to the individual needs and abilities of all pupils.
- 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 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 cooperate 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 take part with colleagues in developing 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 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 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

**Professional Development**

- To participate in the Academy's Appraisal and Performance Management
- To take responsibility for your on going development in your role as a teacher at Excelsior Academy

**Other Duties**

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

P. M. Marshall  
Executive Principal