



Southfields Academy

JOB DESCRIPTION:

POST TITLE: Teacher of Art, Design and Technology

CONTRACT: Fixed Term until August 2025

REPORTING TO: Head of Department

LIAISING WITH: SLT, Head of Department, Colleagues, External Agencies, Parents/Carers

SALARY – Teachers' Main Pay Scale / Teachers' Upper Pay Scale - (Inner London)

DISCLOSURE LEVEL: Enhanced

START DATE: Spring Term (January) 2025

MAIN PURPOSE OF THE ROLE:

- To plan and teach an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
- To monitor and support the overall progress and development of students as a teacher/form tutor.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment.
- To share and support the Academy's responsibility to provide and monitor opportunities for personal and academic growth.

DUTIES:

1. Teaching System:

- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in Academy and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, Literacy, Numeracy and Academy subject specialism(s) are reflected in the teaching/learning experience of students in your classes.
- To undertake a designated programme of teaching.
- To ensure a high quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain discipline in accordance with the Academy's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, the subject area and Academy procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.

2. Pastoral System:

- To promote the general progress and well-being of individual students and of the form tutor group as a whole.
- To provide form tutoring cover duties, when necessary.
- To liaise with the Head of Year to ensure the implementation of the Academy's Pastoral System.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of Academy life.
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- To contribute to the preparation of Action Plans and progress files and other reports
- To alert the Designated Member of Staff for Safeguarding and Child Protection and other appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of students and with persons or bodies outside the Academy concerned with the welfare of individual students, after consultation with the appropriate staff.
- To contribute to PSHE and Citizenship and enterprise according to Academy policy.
- To apply the Behaviour Management systems so that effective learning can take place.

3. Staff Development

- To take part in the Academy's staff development programme by participating in arrangements for further training and professional development.
- To continue personal professional development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Performance Management Review process.
- To ensure the effective/efficient deployment of classroom support.
- To work as a member of a designated team and to contribute positively to effective working relations within the Academy.

4. Management of Information and Resources:

- To maintain appropriate records and to provide relevant accurate and up-to-date information for Management Information Systems, registers etc.
- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform teaching and learning.
- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the Academy, subject area and the students.

5. Planning

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the subject area.
- To contribute to the subject area's improvement plan and its implementation.
- To attend all appropriate meetings.
- To plan and prepare courses and lessons.
- To contribute to the whole Academy planning activities.

6. Curriculum Provision / Development:

- To assist the Head of Department to ensure that the curriculum area provides a range of teaching which complements the Academy's Strategic Objectives.
- To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the Academy's Aim and Strategic Objectives.

7. Communications, Marketing and Liaison:

- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the Academy following academy protocols.
- To follow agreed policies for communications in the Academy.
- To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings and liaison events with partner schools.
- To contribute to the development of effective subject links with external agencies.

8. Other Specific Duties:

- To continue personal development as agreed at Performance Management.
 - To engage actively in the performance review process.
 - To address the Performance Management targets set by the line manager each Autumn Term.
 - To undertake any other duty as specified by School Teachers' Pay and Conditions Body (STPCB) not mentioned in the above.
 - To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate.
 - To show a record of excellent attendance and punctuality.
 - To adhere to the Academy's Code of Conduct.
-
- To be fully aware of and understand the duties and responsibilities arising from the Children's Act, KCSiE and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.
 - To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role.
 - To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.
 - Employees will be expected to comply with instructions from their Head of Department and any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.