

Truro and Penwith Academy Trust is a supportive and collaborative organisation with one primary focus:  
the improvement of teaching and learning within Cornwall.

## Job Description – Teacher

<b>Post Title:</b>	Teacher
<b>Salary Range:</b>	MPR – UPR
<b>Base:</b>	Helston Community College
<b>Responsible to:</b>	Head of Faculty
<b>Direct Supervisory Responsibility for:</b>	None
<b>Important Functional Relationships: Internal/External</b>	<u>Internal:</u> Headteacher, School leadership team, Head of Faculty, staff, students  <u>External:</u> Parents, visitors to the school
<b>Relevant Standards which apply:</b>	Current National Teachers' Standards

<b>Main Purpose of the Post:</b>
<ul style="list-style-type: none"> <li>• To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in College and elsewhere;</li> <li>• To ensure a high quality learning experience for students that meets internal and external quality standards;</li> <li>• To assess record and report on the attendance, progress, development and attainment of students and to keep such records as are required;</li> <li>• To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.</li> </ul>

<b>Main Duties and Responsibilities:</b>
<ul style="list-style-type: none"> <li>• To undertake a designated programme of teaching;</li> <li>• To plan lessons which provide effective learning experiences for all students;</li> <li>• To ensure that ICT, Literacy and Numeracy are reflected in the teaching and learning experience of students;</li> <li>• To prepare and update subject materials;</li> <li>• To use a variety of delivery methods which will stimulate learning appropriate to students needs and the demands of the scheme of work;</li> <li>• To maintain discipline in accordance with the College's behaviour Policy and Procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework;</li> <li>• To undertake assessment of students as requested by external examination bodies, Faculty and College procedures;</li> <li>• To mark, grade and give written/verbal and diagnostic feedback aimed at improving student progress;</li> <li>• To ensure the effective/efficient deployment of classroom support.</li> </ul>

<b>Professional Development:</b>
<ul style="list-style-type: none"> <li>• To work with the designated Appraiser to identify and meet professional development needs;</li> <li>• To engage fully with the Teacher Appraisal processes as an Appraisee;</li> <li>• To conform to the progress related pay requirements of the College's Pay Policy;</li> <li>• To maintain an up to date Professional Development Portfolio;</li> <li>• To engage with and contribute to Subject/Faculty professional development activity;</li> <li>• To work as a member of a designated team and to contribute positively to effective working relations within the College.</li> </ul>

<b>Quality Improvement:</b>
<ul style="list-style-type: none"> <li>• To continually self-evaluate teaching performance and adopt improvement strategies;</li> <li>• To contribute to subject self-evaluation processes;</li> <li>• To implement Subject, Faculty and College quality improvement strategies.</li> </ul>

<b>Other Duties:</b>
<ul style="list-style-type: none"> <li>• To be a Group Tutor to an assigned group of students;</li> <li>• To promote the College's culture and ethos and provide a positive role model for students;</li> <li>• To be aware of and work in accordance with the College's Child Protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty;</li> <li>• To promote the general progress and well-being of individual students and of the Tutor Group as a whole;</li> <li>• To register the students in their Tutor Group, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of College life;</li> <li>• To evaluate and monitor the progress of students and keep up-to-date tutee records as may be required;</li> <li>• To contribute to the preparation of Action Plans and Progress Files and other reports;</li> <li>• To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved;</li> <li>• To communicate as appropriate with parents of the students and with persons or bodies outside the College concerned with the welfare of individual students, after consultation with the appropriate staff;</li> <li>• To act as a Mentor for tutees;</li> <li>• To carry out scheduled Staff supervisory duties (before and after College and break times)</li> <li>• To be aware of and adhere to applicable rules, regulations, legislation and procedures including the College's Equal Opportunities Policy and Code of Conduct and national legislation (including Health and Safety and Data Protection);</li> <li>• To contribute to cross curricular programmes according to College policy;</li> <li>• To undertake any other duty as specified by School Teachers' Pay and Conditions Document (STPCD) not mentioned in the above.</li> </ul>

<b>General/Other</b>
<p>This job description is not exhaustive and does not form part of your contract of employment. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.</p> <p>This document will be reviewed annually as part of the appraisal process or as appropriate.</p> <p>The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities</p>

## Person Specification

Attributes	Essential	Desirable	Recruiting Method
Relevant Experience	<ol style="list-style-type: none"> <li>Experience of teaching appropriate Key Stages</li> </ol>		Application Form  References  Interview
Education and Training	<ol style="list-style-type: none"> <li>Qualified teacher status or recognised qualification;</li> <li>A degree level qualification in relevant subject;</li> <li>Evidence of continuing professional development;</li> </ol>	Evidence of further professional study	Application Form
Knowledge and Skills	<ol style="list-style-type: none"> <li>Plan and organise teaching consistently to achieve clear targets;</li> <li>Translate teaching and learning into effective progress and attainment;</li> <li>Differentiate teaching to enable all to succeed;</li> <li>Motivate students to achieve their best;</li> <li>Value the education of every student;</li> <li>Promote the well-being of all students;</li> <li>Utilise ICT in delivery of programmes;</li> <li>Communicate effectively (verbal, written, using ICT as appropriate);</li> <li>See task and plans through to completion;</li> <li>Be an effective team player that works collaboratively and effectively with others;</li> </ol>		Application Form  References  Selection Tasks  Interview

<p>Any Additional Factors</p>	<ol style="list-style-type: none"> <li>15. Adopt a reflective approach towards professional decision making;</li> <li>16. A desire to facilitate achievement;</li> <li>17. A sense of responsibility for both the students and your own performance;</li> <li>18. An approachable disposition;</li> <li>19. Energy and enthusiasm;</li> <li>20. A desire to continue your own learning and development as a teacher;</li> <li>21. Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.</li> <li>22. Committed to equality of opportunity and inclusion</li> </ol>		<p>Interview</p> <p>Selection Tasks</p> <p>References</p>
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