

## Job Description and Person Specification

<b>TITLE:</b>	<b>Head of Technology</b>
<b>Working arrangements:</b>	<b>Full time</b>
<b>Location:</b>	<b>Samuel Ward Academy</b>
<b>Pay range / point:</b>	<b>Main Pay Range / Upper Pay Range &amp; TLR</b>
<b>Responsible to:</b>	<b>Line Manager</b>
<b>Date:</b>	<b>April 2023</b>

### INTRODUCTION

All members of teaching staff are responsible personally and collectively for supporting students in becoming confident individuals, successful learners and responsible citizens, through:

- Modelling the core values of the school and wider Unity Schools Partnership “the Trust”) at all times;
- Nurturing students’ passions and interests and stimulating their intellectual curiosity;
- Continuously raising students’ aspirations and self-esteem;
- Contributing to the wider range of opportunities offered by and for the school community;
- Assuming responsibility (as required) for the learning progress of a specific group of individual students;
- Ensuring high outcomes for a cohort of students
- Intentionally developing Students’ Leadership Awards Skills;
- Actively supporting and promoting Student Voice;

All teachers are required to meet the national standards for teachers according to their role.

### JOB PURPOSE

To actively pursue the agreed aims of the school and wider Trust, maintaining an outstanding educational ethos, care for the students and respect for colleagues whilst undertaking all duties in a professional manner. There is an expectation all staff colleagues will secure a good or better education for all students and the continuous improvement of teaching and learning in the school.

*The best way to predict the future... is to create it.*

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## **KEY TASKS AND RESPONSIBILITIES**

### **General Teaching Responsibilities**

1. Engage in identifying and implementing the priorities of the School Improvement Plan, participating fully in school self-evaluation;
2. Comply with and uphold the policies of the school;
3. Fully understand and comply with the school's policy on safeguarding. Remain alert to students' pastoral needs and provide support, in conjunction with school's SENCo and Learning Support Assistants (LSAs);
4. Proactively uphold the school's behaviour policy establishing class rules and setting out clear and fair sanctions in accordance with the school's systems; high standards of behaviour should be expected at all times;
5. Work as part of the school's teaching team and actively behave as a team member to support colleagues;
6. Oversee and work closely with LSAs, setting out tasks appropriate to the assistant's role and ability; supervise the work of support staff, students and voluntary helpers as required;
7. Ensure that the learning spaces provide a welcoming and stimulating environment to students and adults. Classrooms will be vibrant, well organised and serviceable. Work should be attractively displayed and be clearly and appropriately labelled;
8. Make effective use of PPA time to raise standards;
9. Play an active role in the full life of the school.

### **Specific Responsibilities**

#### **Class / Subject Teacher:**

1. Teach the designated class / subject group(s), implementing agreed planning, assessment and target setting; work with others to provide Curriculum Enrichment for students.
2. Plan students' work to provide an inclusive and personalised curriculum which meets the needs of the students, including those with Special Needs and those who are Able, Gifted and Talented;
3. Carry out regular assessment, recording, monitoring and record keeping according to school policies, maintain appropriate records which monitor the progress of the students; mark students' work regularly in accordance with the school's marking policy;
4. Develop home-school links with parents/guardians of students in the class / subject group(s);

5. Complete termly and half-termly assessment records for the class / subject group(s), using the school's systems, including preparation of Student Progress Reports for presentation to the Principal, Senior Leadership Team and Governing Body, as appropriate;
6. Complete student reports for presentation to parents (academic report and the achievement, effort and social report); meet students' parents at parent evenings, 3 times per year;
7. Manage and monitor the work of other adults in the classroom (including volunteers);
8. Liaise closely with the SENCo regarding the learning needs of students;
9. Liaise closely with the Designated Teacher for Safeguarding regarding students' welfare needs.

### **Safeguarding**

1. Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times. The post holder under the guidance of [insert as applicable], will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the School's Safeguarding policies.
2. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

### **General**

1. Take active responsibility for personal continuous professional development;
2. Take ownership of individual performance management, keeping a continuing professional development portfolio;
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with students, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested by a member of the Senior Leadership or Trust Executive Leadership Teams which fall within the scope of the post.

Unity Schools Partnership has developed a framework for supporting effective practice which will be used to support staff professional development and this job description is subject to change at the discretion of the trust.

**Date of issue: April 2023**



<p><b>KEY SKILLS AND ATTRIBUTES</b></p>	<p>Positive disposition to implementing the Schools' educational vision;</p> <p>Willingness to work across the Trust's secondary schools to secure high attainment for all children in the relevant Year / Subject Group(s) Key Stage(s).</p>	
<p><b>OTHER QUALITIES</b></p>	<p>Able to develop genuine, empathetic relationships with young people</p> <p>High personal standards in terms of attendance, punctuality and meeting deadlines</p> <p>High level of personal organisation skills</p> <p>Good communication skills, both written and spoken</p> <p>Solution focused disposition and a positive attitude particularly to challenge and change</p> <p>Understanding of and commitment to Equal Opportunities issues and principles and the need to apply an equal standard of care to all students</p> <p>Positive disposition towards inclusion of all students including those with learning difficulties in mainstream learning and education</p>	

	<p>Able to work as part of a broader inclusion and pupil support system</p> <p>Ability to work as a team player and supportive of team working</p> <p>Ability and willingness to develop own understanding and capability through advice and training</p> <p>Ability to work without constant supervision, to provide assistance as and when required, to seek tasks when unoccupied and think clearly and calmly in an emergency</p> <p>Understanding of the principles of accountability and quality assurance to achieve best possible student outcomes</p>	
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