

JOB DESCRIPTION			
JOB TITLE	Subject Teacher	SALARY	UPS/MPS
RESPONSIBLE TO	Head of Department	LOCATION	The Bicester School
DIRECT REPORTS		TEAM	Teaching
LAST REVIEWED	Date: June 2025	Signatures (employee and line manager)	
JOB PURPOSE			
To carry out the professional duties of a teacher with a commitment to raising standards of learning and achievement for all students in accordance with The Teacher Standards. The role involves delivering high-quality teaching and pastoral care, fostering an inclusive and supportive learning environment, and ensuring the effective use of available resources. Through dedication to professional development and collaboration, the post holder will contribute to continuous school improvement and student success.			
MAIN DUTIES AND RESPONSIBILITIES			
All duties will be carried out in line with the expectations set out in the Teachers' Standards (DfE 2011).			
Strategic Role Teachers are expected to actively contribute to the development of the school's and Trust's aims, priorities, targets, and action plans. They play a key role in shaping and implementing whole school and subject-specific policies and practices. Teachers foster a positive and supportive climate that empowers colleagues to develop confidence and enthusiasm for the subject. They ensure that the subject is coherently linked to the wider curriculum and that statutory requirements for curriculum delivery, assessment, recording, and reporting of student attainment and progress are fully met Planning and Setting Expectations Teachers are expected to plan and deliver effective lessons and sequences of learning that address the individual needs of all students. They will contribute to the development and evaluation of schemes of work, using assessment and prior attainment data to set appropriately challenging targets. Planning will be responsive to the needs outlined in SEN statements and Individual Education Plans (IEPs), with close collaboration with teaching assistants, the SENCO, and other relevant support services to ensure inclusive and high-impact provision. Teaching and Managing Student Learning Teachers will employ engaging and inclusive methods that stimulate intellectual curiosity, promote effective questioning, and ensure clarity through skilled explanation and use of resources. They will establish high expectations for behaviour, maintaining discipline through purposeful teaching and positive relationships. Teachers will motivate all students, identify underachievement or disaffection and take action to address it. Support for students with special educational needs will be proactive and targeted, with progress monitored against IEP targets. Teaching will ensure curriculum coverage, continuity, and progression, meeting the needs of high-achieving students as well as those requiring additional support. Teachers will develop both individual and collaborative learning skills, strengthen students' literacy, numeracy and ICT capabilities, and foster understanding of civic responsibilities. They will also recognise and address racial issues with sensitivity and professionalism.			

Assessment and Evaluation Teachers will consistently monitor student progress and provide clear, constructive oral and written feedback. They will contribute to the design and review of a variety of assessment activities and actively participate in the evaluation of subject delivery and personal teaching practice.

Student Achievement Teachers are expected to demonstrate the impact of their teaching on student outcomes, ensuring that all pupils make progress in line with, or exceeding, national expectations for similar groups.

Liaison with Parents and the Wider Community Teachers will foster partnerships with parents, sharing information on curriculum, student progress, attainment, and targets. They are encouraged to build meaningful links with the local community, including business and industry, to enrich subject delivery and broaden students' horizons. Effective communication with parents, governors, and external agencies is a vital component of the role.

Staff Collaboration and Development The post holder will establish positive working relationships with colleagues and actively engage in their own performance management. This includes participating in the appraisal of others and supporting the induction of early career teachers. By modelling professional practice and engaging in coaching and external networks, teachers will support the continual development of staff.

Resource Management Teachers are responsible for maintaining and improving resources and for ensuring the efficient and effective deployment of learning tools, including ICT and support staff.

Professional Development Teachers will prioritise their time to meet professional goals, take ownership of their development, and integrate new learning to improve classroom practice. Staying informed on subject-specific updates and wider educational developments is integral to the role.

Safeguarding and Wellbeing Staff will uphold the highest standards in safeguarding and promoting the welfare of all students, following the school's Conduct Guide and the Computing Code of Conduct.

Health and Safety All staff are expected to uphold the school's commitment to health and safety, ensuring the wellbeing of students, colleagues, and visitors at all times.

Additional Duties In addition to their teaching responsibilities, staff may take on specific roles such as Form Tutor and participate in the school's duty rota.

Staff at the school are genuinely committed to innovative and dynamic approaches to teaching and learning. We are dedicated to safeguarding and promoting the welfare of all students and expect all staff to share this commitment.

The Trust maintains a professional dress code for all employees and operates a non-smoking working environment.

UPPER PAY SCALE

Teachers on the Upper Pay Scale (The following activities are indicative and may be adapted to reflect individual strengths and setting-specific priorities).

- Contribute significantly to the development, implementation and evaluation of our Trust's policies, practices and procedures, so as to support the Trust's vision and attributes.
- Have extensive knowledge of their subjects/curriculum areas, related pedagogy and assessment
- Provide a critical role in the life of our Trust
- Be a role model for teaching and Learning
- Make a distinctive contribution to the raising of pupil standards
- Take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupil's learning.
- Lead on (e.g. teaching and learning and pedagogy and curriculum initiatives in a subject or year group).
- Provide pastoral care as required and being aware of mental health and well-being needs
- Provide advice, coaching and mentoring to other teachers in order to help them develop and meet the relevant standards.

GROUP/ EMPLOYEE RESPONSIBILITIES

Group/Employee Responsibilities All staff are expected to:

- Work and act in alignment with the Trust's Vision, Values, and Strategic Plan.
- Demonstrate consistently professional behaviours and attributes.
- Ensure that all activities under their control are conducted in full accordance with the Trust's safeguarding and health and safety policies and procedures.
- Safeguard the welfare of children, young people, and other vulnerable individuals, fostering a safe and supportive learning environment where students feel secure, respected, and where British values are upheld.
- Take personal responsibility for their own health and safety, as well as that of colleagues and visitors to the workplace.
- Remain flexible and adaptable, undertaking other duties as reasonably required in support of the Trust's aims.

Specification	Essential	Desirable	Evidence
Qualifications	Good Honours degree in a related subject. Qualified Teacher Status.	Post graduate qualification.	Application form
Experience	Successful teaching practice experience.	Experience of teaching across the age and ability range. Experience of contributing to enrichment	Reference and interview
Philosophy	Commitment to self-evaluation and continuous improvement. Commitment to sharing best practice. Belief in the positive difference high quality educational opportunities make to peoples' lives.		Application letter and interview
Professional knowledge / understanding	A thorough understanding of the Teachers' Standards (DfE 2011) and how they inform effective teaching practice. Understanding of National Curriculum at KS3 and requirements of GCSE & GCE syllabi. Understanding of what constitutes added value in an educational context. Thorough understanding of current initiatives and developments in education. Awareness of different learning styles and multiple intelligences. Awareness of how to use comparative data for benchmarking and target setting. Understanding of the pastoral role of schools and the work of external agencies. Understands their responsibility for promoting and safeguarding the welfare of children.	Understanding of the potential of e-learning.	Application letter and interview

Community links	Commitment to providing high quality learning opportunities for the whole community. Commitment to working in partnership with parents. Commitment to working in partnership with businesses and the wider community.	Experience of liaising with parents. Experience of involving businesses and/or the wider community in the life of the school.	Application letter and interview
Skills, attributes and personal qualities	Ability to inspire the confidence of students, parents and colleagues. Excellent interpersonal skills. Ability to give and receive effective feedback and act to improve own performance and that of others. Ability to explain ideas clearly and succinctly. Competent user of ICT. Ability to ask for advice and support where necessary. Self-motivating with a positive outlook. Ability to work to deadlines and under pressure. Excellent attendance and punctuality record.		Interview



ATTRIBUTES



PROFESSIONAL

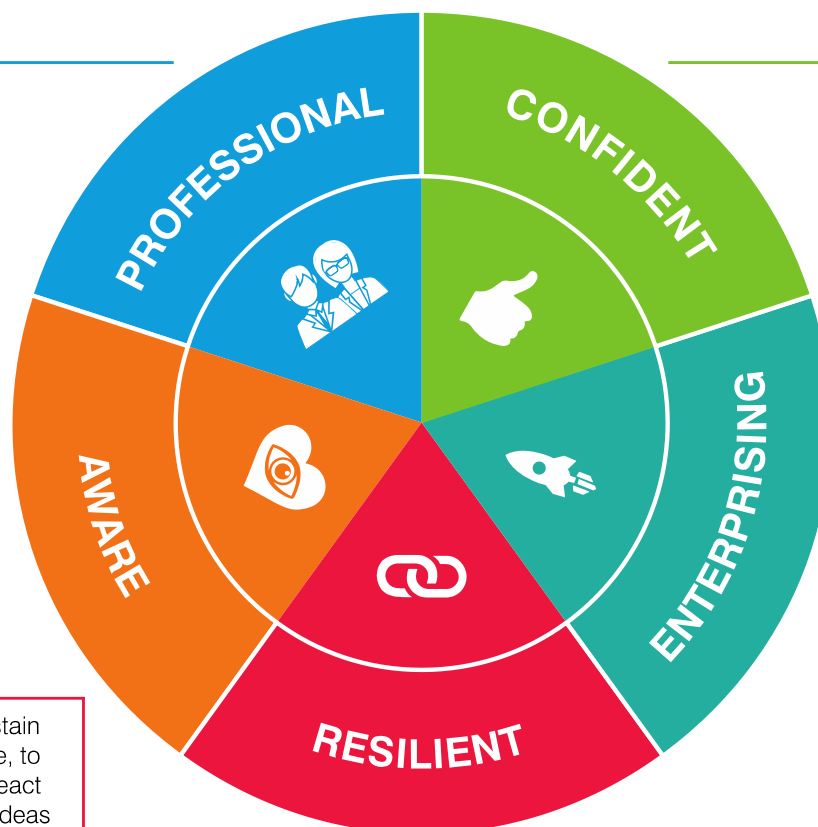
Employees work together collaboratively, building positive relationships to achieve great results, whilst communicating confidently and sensitively using appropriate technology, and always acting as an ambassador for their Department, Faculty, Team and the wider Activate Learning Group.

AWARE

Employees recognise and understand emotions in themselves and others and are able to use this awareness to manage and adjust their behaviour and relationships.

RESILIENT

Employees have the ability to sustain their energy levels under pressure, to cope and adjust to change and react positively and proactively to new ideas and ways of doing things, viewing change as a positive opportunity.



CONFIDENT

Employees are positive in their approach, understand the needs and aspirations of their learners, colleagues and customers and feel assured within the principles of the Learning Philosophy to motivate and influence themselves to succeed, articulating how their contribution makes a difference.

ENTERPRISING

Employees approach problems and challenges positively, demonstration a desire to deliver new ideas and offer fresh insights, whilst continuously learning and improving to make a positive contribution to their Department, Faculty, Team and the business as a whole.

This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Trust need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description.

Diversity Statement

Activate Learning Education Trust recognises and values the enriching contribution which people from a range of backgrounds and experiences can bring to the life and development of the Trust. We therefore aim to provide an education service which, in its teaching, administration and support services, actively promotes equality of opportunity and freedom from discrimination on grounds of age, cultural background, disability, ethnicity, gender, religion or sexual orientation.

Health and Safety Statement

All employees have a responsibility to promote and maintain a safe and healthy working environment, by taking reasonable care of their own health and safety at work and the well-being of colleagues and students. Line managers have specific responsibility for the health and safety of the team for which they have general management responsibility.

Safeguarding Statement

Activate Learning Education Trust is committed to the safeguarding and welfare of young people and expects all employees and volunteers to share this commitment. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Employment will be conditional upon receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role. These checks are not an exhaustive list, and some checks may be done in retrospect in line with legislation.