

# Welcome to TSFA



## Job Description and Person Specification: **Teacher**

**Trinity Sixth Form Academy**

**Job Description**

**Job Title:** Teacher

**Job Scale:** MPR/UPR

**CORE PURPOSE**

- Support the work of the curriculum leadership team to implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students
- Raise standards of student attainment and achievement within the curriculum area
- Encourage a learning experience which provides opportunities for all students to achieve their potential
- Support the academy mission in developing life ready learners

**Reporting to:** Curriculum Leader

**Liaising with:** Curriculum Leader, Pod Leader, Lead Teachers and SLG

**MAIN RESPONSIBILITIES**

<b>Accountability</b>	<ul style="list-style-type: none"> <li>● Have the highest expectations of students.</li> <li>● Embed the culture of the college within the subject area and classes taught.</li> <li>● Contribute to Achievement and Improvement Cycle.</li> <li>● Contribute towards the TSFA Subject Response Planning cycle.</li> <li>● Liaise with the Curriculum Leader to ensure the delivery of an appropriate, high quality curriculum programme which meets the needs of all students.</li> <li>● Actively monitor and respond to curriculum development and initiatives at national, regional and local levels.</li> <li>● Support the development of appropriate curriculum mapping, resourcing, assessment, and learning and teaching strategies in the area.</li> <li>● Seek accreditation with the relevant examination and validating bodies.</li> <li>● Develop cross-curricular links to support student learning.</li> <li>● Play a full part in the life of TSFA, supporting the distinctive mission and encouraging staff and students to do the same.</li> <li>● Undertake such other duties as reasonably required by the Principal.</li> </ul>
<b>Learning</b>	<ul style="list-style-type: none"> <li>● Maximise student achievement.</li> <li>● Monitor and evaluate the performance of class/subject within the curriculum in terms of the college mission, and through internal and external assessment.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure the educational experience offered to each student is of the highest quality to promote equality of opportunity.</li> <li>• Establish a culture within classes/the subject area in line with that of the college.</li> </ul>
<p style="text-align: center;"><b>Teaching</b></p>	<ul style="list-style-type: none"> <li>• Plan and deliver lessons that support the academy's mission to develop life ready learners.</li> <li>• Plan and deliver lessons with high expectations and powerful support.</li> <li>• Use a variety of teaching strategies which facilitate learning (TSFA elements).</li> <li>• Encourage students to think and talk about their learning, develop independence and self-control, concentrate, persevere and listen.</li> <li>• Actively create a culture of equality, diversity and is inclusive of all, regardless of any barriers to learning.</li> <li>• Plan and work in accordance with the curriculum mapping and resourcing.</li> <li>• Display excellent subject knowledge.</li> <li>• Create a purposeful and positive climate for learning, centered on the TSFA elements.</li> <li>• Establish the current focus of teaching to groups, providing clear instruction on what knowledge and skills have been taught from the curriculum maps and what is to come.</li> <li>• Self-reflect on teaching on a daily basis and accept constructive feedback from SLG, CL and Lead teacher team.</li> <li>• Contribute to the academy wider curriculum where appropriate (enrichment, consolidation, tutoring and intervention).</li> </ul>
<p style="text-align: center;"><b>Assessment</b></p>	<ul style="list-style-type: none"> <li>• Monitor and respond to data concerning attendance, behaviour, assessment, retention and other performance measures across the curriculum area, and wider academy/school.</li> <li>• Evaluate the performance data provided and take appropriate action on issues arising - setting realistic deadlines where necessary and reviewing progress on the action taken.</li> <li>• Provide all relevant bodies with robust information relating to class/subject performance and development through A&amp;I process.</li> <li>• Assess academic performance in the light of previous achievement to enhance the value-added results of all students.</li> <li>• Assess how well learning outcomes have been achieved and use them to improve specific aspects of learning and teaching.</li> <li>• Assess students' work in accordance with TSFA assessment policy and awarding body assessment objectives and marking criteria.</li> <li>• Assess and record students' progress systematically and keep records to check work is understood and completed.</li> <li>• Undertake regular formalised reviews of student progress, in line with the TSFA monitoring process.</li> </ul>

	<ul style="list-style-type: none"> <li>• Set sufficient work for formal assessment such that students' understanding can be regularly checked and so that students can be fully prepared for the demands of public examinations and/or coursework.</li> <li>• Mark, monitor and return work within a reasonable and agreed time span providing constructive oral and or written feedback that clearly indicates strategies for improvement – as such that students are very clear as to how to move specifically to the next grade/level.</li> <li>• Attend parents' evenings according to the academy calendar to keep students' families and/or their carers informed about their progress.</li> </ul>
<b>Communication, Marketing and Liaison</b>	<ul style="list-style-type: none"> <li>• Ensure good communications are maintained throughout the academy community, including with parents.</li> <li>• Represent the curriculum area's views and interests in a professional manner.</li> <li>• Participate in TSFA activities aimed at the recruitment, enrolment and induction of students, including attendance at marketing events, supporting liaison activities, consultative discussions at enrolment and the interviewing of new students.</li> </ul>
<b>Management of Resources</b>	<ul style="list-style-type: none"> <li>• Work collaboratively with Curriculum Leader and SLG link to ensure that resources are well maintained, stored and used effectively with quality first teaching at the heart of all decisions but also with a regard for academy finance.</li> </ul>
<b>Pastoral System</b>	<ul style="list-style-type: none"> <li>• Ensure that the curriculum area encourages students to develop the highest expectations of themselves with the TSFA mission.</li> <li>• Monitor student attendance and progress in relation to targets set for each individual, ensuring that appropriate action is taken where necessary.</li> <li>• Carry out the duties associated with the role.</li> <li>• Ensure the Behaviour for Learning System is implemented in the subject area so that effective learning can take place.</li> </ul>
<b>Environment</b>	<ul style="list-style-type: none"> <li>• Work with the subject area team in ensuring that the environment is stimulating, celebrates student achievement and fosters learning.</li> <li>• Ensure the resources are well maintained, stored securely and used safely, paying due regard to Health and Safety Regulations.</li> <li>• Support arrangements for classes when staff are absent, liaising with the Cover Supervisor/relevant staff where appropriate.</li> </ul>

**Other Specific Duties:**

All teachers are expected to meet the Teachers Standards and demonstrate consistently high standards of personal and professional conduct, uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

\_\_\_\_\_ Post holder name

\_\_\_\_\_ Post holder signature

\_\_\_\_\_ Date

## PERSON SPECIFICATION

Job: Teacher		
KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>● Education to degree level or equivalent QTS</li> <li>● Passion for teaching</li> <li>● Ability to engage with students, inspiring learning and promoting success</li> <li>● An excellent track record of teaching (consistently very good)</li> <li>● Ability to devise new resources for learning</li> <li>● Evidence of dynamic and innovative practice</li> <li>● ICT competence</li> <li>● Excellent inter-personal and communication skills that support learning and development</li> </ul>	<ul style="list-style-type: none"> <li>● Innovative use of resources</li> </ul>
<b>Knowledge &amp; Understanding</b>	<ul style="list-style-type: none"> <li>● Excellent subject knowledge</li> <li>● Innovative approaches to working with students</li> <li>● The application of ICT to effective teaching</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of A-Level teaching</li> </ul>
<b>Leadership &amp; Management</b>	<ul style="list-style-type: none"> <li>● Prioritise, plan and organize</li> <li>● Set high standards and provide a role model for students and staff</li> <li>● Seek advice and support when necessary</li> <li>● Prioritise and manage own time effectively</li> <li>● A commitment to an open and collaborative style of teaching</li> </ul>	<ul style="list-style-type: none"> <li>● Add value to the TSFA culture by motivating all those involved in the delivery team</li> </ul>
<b>Communication Skills</b>	<ul style="list-style-type: none"> <li>● Communicate the vision of the academy/school wherever possible</li> <li>● Communicate effectively orally and in writing to a range of audiences</li> </ul>	<ul style="list-style-type: none"> <li>● Develop, maintain and use an effective network of external subject contacts</li> </ul>
<b>Decision Making Skills</b>	<ul style="list-style-type: none"> <li>● Make decisions based on analysis, interpretation and understanding of relevant data and information</li> <li>● Demonstrate good judgement</li> </ul>	<ul style="list-style-type: none"> <li>● Think creatively and imaginatively to anticipate, identify and solve problems</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>● An unconditional positive regard for young people</li> <li>● Commitment to the TSFA Professional Standards and Civic Virtues</li> <li>● Commitment to the TSFA elements and commitment to inclusive education</li> <li>● Evident enjoyment in working with young people and their families</li> <li>● Empathy in relation to the needs of the academy/school and the local community</li> <li>● Ability to inspire confidence in staff, students, parents and others</li> <li>● Adaptability to changing circumstances/new ideas</li> <li>● Reliability, integrity and resilience</li> </ul>	<ul style="list-style-type: none"> <li>● Vision, imagination and creativity</li> <li>● A commitment to professional development</li> </ul>