



Hartsdown Academy



 MYP Teacher

# ➤ MYP Teacher

## Appointment Details

**Job Title:**  
Teacher of Middle Years Programme

**Reporting to:**  
Head of MYP

**Employment Status:**  
Full Time or part-time considered  
Permanent

**Job Location:**  
Hartsdown Margate

**Closing Date:**  
17th October 2024 12pm

**Interviews:**  
24th October 2024

**Start Date:**  
January 2024

## The Department

The International Baccalaureate Middle Years Programme provides the framework for the curriculum at Hartsdown Academy, throughout Years 7-9. It provides the academic challenge that encourages students to embrace and understand the connections between traditional subjects and the real world, and become critical and reflective thinkers.

Children have two key teachers who get to know them really well. One of these teachers delivers Maths and Science, the other delivers English, Humanities and Philosophy. Children are also taught Spanish, Art, Music and Design Technology ensuring that they have the full secondary experience.



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## The Role

We are looking for an excellent teacher to join our successful and expanding MYP team. This position would suit a secondary trained teacher or a primary trained teacher wanting to gain experience in a secondary school.

## The Package

Full time or part-time considered, Teachers Main Pay Scale  
Teacher Pension Scheme

## Benefits

- An exciting environment where you can really make a difference
- Being part of a small local trust that is totally committed to its staff and children
- Significant opportunities for CPD and development within the school and trust
- Leadership training and pathways exist within the trust

## Job Description

As a school it is our vocation, moral obligation and delight to provide the best possible education for each student.

All staff will:

- play a full part in the life of the school community, support its vision, ethos and policies
- and encourage staff and students to follow this example
- fulfil responsibilities with regards to safeguarding (including reporting concerns to the designated child protection officer)
- model Hartsdown values to parents and students
- be positive, dynamic and challenging in all aspects of work
- foster the school's inclusive ethos nurturing everyone regardless of race, gender, sexual orientation, religion or ability
- share direct accountability for the establishment of Hartsdown as an outstanding school
- take responsibility for their own learning and development
- develop the skills and talents of other members of the community
- ensure their own well-being and that of others by establishing an appropriate balance between life and work
- play an active part in the life of the school and its community
- develop social cohesion and positive links with the whole of our local community
- adhere to the school community's standards, policies, systems and procedures in relation to students, health and safety, personnel and financial management
- agree annual performance targets, with a view to own continuous improvement
- undertake any other duties that may reasonably be required by the Headteacher



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## General Description

This job description should be read in conjunction with General Duties and Responsibilities of a professional school teacher as contained in the School teachers' Pay and Conditions Document.

Alongside the Headteacher, Deputy Headteachers and the Head of Department, the post-holder will play a central role in maintaining and developing a safe, open and vibrant learning Community.

As a member of the MYP Department Team, the post-holder assumes responsibility across the whole school for the development of MYP and is expected to exercise that responsibility as required.

## Specific Responsibilities

### a) Curriculum Organisation and Delivery

- To plan and deliver outstanding lessons that engage and excite children and ensure that all students make good and better progress
- To develop and review, along with appropriate colleagues, syllabuses and schemes of work designed to meet the needs of all students and establish the school's ethos and values.
- To monitor the progress of all students taught, ensuring high standards of work with reports to Subject Leaders/line manager when agreed
- To ensure effective liaison with student services, inclusion for students with special educational needs and external agencies as required.
- To follow the school policies on setting home learning

### b) Assessment and Monitoring

- To follow the agreed whole school policy on assessment and monitoring
- To communicate with parents about students' progress through reports, parents' evenings etc.
- To follow the guidelines on rewarding achievement
- To participate in public and internal examination and assessment arrangements

### c) Staff Development

- To participate in appropriate arrangements for in service training and contemporary professional development
- To participate in arrangements made for appraisal including observations and lesson 'drop ins'
- To participate in meetings regarding performance





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### d) Management

- To implement agreed whole school and subject policies
- To take part in scheduled meetings with colleagues and parents in accordance with the school's programme
- To keep records through the schools management systems of attendance at every lesson, together with class and home learning set
- To maintain good order and behaviour in the classroom
- To be responsible for maintaining teaching rooms in a clean and tidy state and facilitating the display of students' work
- To be responsible for the best use of resources, including ICT
- To be aware of and adhere to all school Health and Safety procedures
- To share in supervisory duties in accordance with the school's published rotas
- To share in cover for absent colleagues
- To keep up to date with all school information e.g. annual calendar, intranet, staff briefing etc

### e) Tutor

- To share in the corporate responsibility for the development, education and wellbeing of students in accord with the school's policies
- To carry out the role of a tutor, including pastoral support, communicating with parents, and identifying and addressing, with colleagues, issues that are likely to result in underachievement.

### f) Other Specific Duties

- To develop and run after school clubs
- To work to ensure that attendance is high
- To monitor attendance and take action with the Head of Year and other colleagues where attendance falls
- To enable the tutor group to celebrate life events such as birthdays
- To continue personal professional development as agreed.
- To engage actively in the appraisal process.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by the School Teachers' Pay and Conditions Document not mentioned in the above.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level. The duties contained in this JD will change over time and the job-holder will be expected to cooperate where such changes are reasonable



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### Person Specification

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

Qualifications and Training	Essential	Desirable
QTS or Equivalent	•	
Relevant Degree	•	
2:1 or better		•
Postgraduate Degree		•
Commitment to continuing professional development activities		•
Professional Attributes		
A commitment to “go the extra mile” to ensure the best outcomes for every child	•	
Have high expectations of young people including a commitment to ensuring that they achieve their full educational potential	•	
Hold positive values and attitudes and adopt high standards of behaviour in their professional role	•	
Excellent communication skills (verbal and written)	•	
Commitment to professional development and collaborative working	•	
Professional Knowledge and Understanding		
Have a good, up-to-date working knowledge and understanding of a range of teaching, learning and behaviour management strategies and know how to use and adapt them, including how to personalise learning to provide opportunities for all learners to achieve their potential	•	
Have the knowledge and skills to teach a second subject	•	
Know the assessment requirements and arrangements for the subjects/curriculum areas they teach, including those relating to public examinations and qualifications	•	
Know how to use skills in literacy, numeracy and ICT to support their teaching and wider professional activities	•	
Know the current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of children and young people	•	
Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential		•



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## Person Specification Continued

Professional Skills		
Plan for progression across the secondary age and ability range, designing effective learning sequences within lessons and across series of lessons informed by secure subject and curriculum knowledge	•	
Design opportunities for learners to develop their literacy, numeracy, ICT and thinking and learning skills appropriate within the secondary phase and context	•	
Plan, set and assess homework, other out-of-class assignments and coursework for examinations, where appropriate, to sustain learners' progress and to extend and consolidate their learning	•	
Teach challenging, well organised lessons and sequences of lessons across the secondary age and ability range	•	
Use an appropriate range of teaching strategies and resources, including e-learning, which meet learners' needs and take practical account of diversity and promote equality and inclusion	•	
Use assessment as part of the teaching to diagnose learners' needs, set realistic and challenging targets for improvement and plan future teaching	•	
Manage learners' behaviour constructively by establishing and maintaining a clear and positive framework for discipline, in line with the school's behaviour policy	•	
Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge		•
Contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback		•



Hartsdown Academy



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Hartsdown Academy, alongside Dane Court Grammar School, King Ethelbert School, The Royal Harbour Academy, Newington Primary School and Cliftonville Primary School, is a proud member of the Coastal Academies Trust, a local trust that is proud to serve the citizens of Thanet through the education of their children.

All schools within the Coastal Academies Trust work in close collaboration with each other to ensure that every child in Thanet receives an excellent education that is the foundation of an amazing future and to dedicate ourselves to the service of our local community of Thanet.



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