Job Definition

Post: Teacher

Salary Range: £25,714 - £41,604 dependent upon qualifications and experience

Responsible to: Curriculum Director

Key Responsibility:

To plan, organise and deliver an appropriate learning programme which exploits the integrated curriculum inherent to the UTC educational vision and which guides and encourages students to develop and fulfil their potential at KS4 and at Post-16.

Generic Requirements

- Model the highest professional standards to students in all aspects of the role, maintaining a visible presence around UTC Sheffield and leading by example.
- Be committed to continuous improvement in teaching practice and to continued professional development to support such practice.
- Be committed to working in a cohesive, supportive and forward-thinking team of colleagues who share an ambitious vision to secure outstanding outcomes for UTC Sheffield.
- Be committed to the UTC's ICT Vision, under which the use of ICT will be at the heart of teaching, learning and assessment.
- Contribute to the formulation and implementation of The UTC Sheffield Improvement Plan.
- Be prepared to work collaboratively being flexible and interested in other areas of UTC Sheffield.
- To work at all times to the standards as set out in the staff 'code of conduct'.

Specific Requirements of Post

- To provide outstanding learning experiences for young people that engages and excites.
- To plan, prepare and deliver learning activities that facilitate active experiences for young people.
- To develop schemes of work in conjunction with the relevant Faculty Curriculum Director.
- To engage with partner employers and universities in the development and delivery of curriculum projects.
- To contribute to the marketing and student recruitment events of the UTC.
- Develop lesson plans for all lessons that conform to the requirements of UTC Sheffield policy and practice.

- To establish and communicate clear objectives for all learning activities.
- To prepare and plan thoroughly using the UTC agreed protocols for learning activities.
- To provide a variety of learning materials and resources for use in educational activities and to identify and select different resources and methods to meet students' varying needs.
- To develop personal ICT skills and use relevant technology to support the learning process, inline with the ICT Vision.
- To actively find, adapt, create and share ICT based resources and to deploy these for learners' benefit.
- To observe and evaluate student's performance and development.
- Set and grade students' work, provide appropriate feedback and to encourage and monitor the progress of individual students.
- To maintain accurate and complete electronic records of students' progress and development and update all necessary records accurately and completely as required.
- To manage student behaviour in the learning environment by establishing and enforcing rules and procedures in accordance with the rules and behaviour management systems of The Sheffield UTC Academy Trust.
- To perform certain pastoral duties, including but not limited to, student support, counselling students with academic problems and providing student encouragement.
- To participate in extra-curricular activities such as social activities, clubs, student organisations and to run one extra-curricular activity each week.
- To participate in subject and UTC meetings, parent meetings and to communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs.
- To keep up to date with developments in subject area, teaching resources and methods and make relevant changes to schemes of work and lesson plans as appropriate.
- To carry out additional tasks at the request of the Principal.

GENERAL:

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and it's grading. The UTC has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees.

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the corporate branding.
- Be aware and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.

- All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work.
- Participate in training and other learning activities as required.
- Support UTC activities including assemblies, attending appropriate UTC events as directed.
- Participate in the UTC's Performance Management / Appraisal process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Promote the area of responsibility within the UTC and beyond.
- Represent the UTC at events as appropriate.
- Support and promote the UTC ethos.
- Any other duties deemed reasonable, as directed by the Principal.